

PERSON SPECIFICATION

IMPORTANT

THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

If successful, you will also be required to apply for a Criminal Record Check from the Disclosure and Barring Service. The level of check required for this job is Enhanced Disclosure. Further information is contained in the Further Details document enclosed.

JOB TITLE: Apprentice Classroom Assistant /Out of School Playworker

DEPT/SERVICE: The Learning for Life Partnership / Wheelock Primary School
JOB REF: AAAD 5101

CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and Experience	<ul style="list-style-type: none"> • Willingness to complete Supporting Teaching and Learning Qualification Level 3 • willingness to complete First Aid Qualification • willingness to complete Food Hygiene Qualification • 	<ul style="list-style-type: none"> • experience of working with children aged 4 – 11 in a similar role. • an understanding of classroom routines 	<ul style="list-style-type: none"> • certificates • application form • letter of application
Skills and Aptitudes	<ul style="list-style-type: none"> • ability to support the ethos of our School • respect for confidentiality of information • be able to support children's learning and play on an individual basis or in small groups • effective communicator at all levels (including parents), both verbally and in writing • be able to work effectively and collaboratively as part of a team • be able to use ICT • be flexible and co-operative • be discreet and diplomatic • be able to work creatively and sensitively with children • be positive, calm, enthusiastic and confident • work on own initiative • trustworthy, reliable and punctual • ability to use good judgement and common sense • a commitment to the Inclusion of all children • flexibility 	<ul style="list-style-type: none"> • an understanding of school practices and procedures which impact on children and their care 	<ul style="list-style-type: none"> • application form • letter of application • interview
Personal	<ul style="list-style-type: none"> • commitment to high quality 		<ul style="list-style-type: none"> • application form

Qualities	<ul style="list-style-type: none"> • childcare and child protection • adaptability • reliability • flexibility, creativity and motivation • committed to providing the best educational outcomes for children • ability to work closely as a member of a team and to go the extra mile • confidence • resilience 		<ul style="list-style-type: none"> • letter of application • interview
Other Requirements	<ul style="list-style-type: none"> • committed to safeguarding and promoting the welfare of children and young people • committed to the health, safety and wellbeing of all 		

Note: The Learning for Life Partnership recognises the benefits of a diverse workforce. We are committed to treating all job applicants and employees with dignity and respect regardless of race, ethnic background, nationality, colour, gender, trans-gender status, pregnancy, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community.