PERSON SPECIFICATION

POST   Learning Progress Assistant

GRADE   Scale 1/2, SCP 2-4

NOTE TO CANDIDATE:

- The **Essential Criteria** are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.
- The **Desirable Criteria** are used to help decide between candidates who meet **ALL** the Essential Criteria.
- The **How Identified** column shows how the Council will obtain the necessary information about you.
- If the **How Identified** column says the Application Form next to an Essential Criteria or a Desirable Criteria, you **MUST** include in your application enough information to show how you meet this criteria. You should include examples from your paid or voluntary work.

	ESSENTIAL CRITERIA	HOW IDENTIFIED	DESIRABLE CRITERIA	HOW IDENTIFIED
Qualifications and Training	▪ Grade C or above GCSE Maths and English (or equivalent)	Application form and Interview	• Level 3 qualifications and / or Level 4 qualifications	Application form and Interview
Skills and Experience	• Ability to work constructively as part of a team, understanding classroom role and responsibilities and your own position within these • Ability to relate to children and adults • Ability to build effective working relationships with all pupils and colleagues • Ability to offer a firm but friendly approach and be self-confident in dealing with young people. • Ability to promote a positive ethos and role model positive attributes • Good numeracy and literacy skills. • Excellent communication skills both oral and written	Application form and Interview	Basic ICT skills such as word processing, ability to use email etc Experience of personal care Experience of working in a school or with young people Experience of working with children or young people with Autism Spectrum condition	Application Form and Interview

	ESSENTIAL CRITERIA	HOW IDENTIFIED	DESIRABLE CRITERIA	HOW IDENTIFIED
Knowledge and Understanding	• Awareness and basic understanding of school curriculum • Basic awareness of inclusion, especially within a school setting • Experience of working with and/or caring for children • Understanding of technology (use of electronic spreadsheets) and other IT programmes / or the willingness to undergo the appropriate training	Application form and Interview		
Profession Values and Practice	To work towards demonstrating • High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their education achievements • Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners • Demonstrate and promote the positive value, attitudes and behaviour you expect from the pupils with whom you work • Ability to improve your own practice through observations, evaluation and discussion with colleagues	Application form and Interview	• Ability to liaise sensitively with parents carers and understand the role that parents / carers play in their children's education	Application form and interview
Special Working Conditions	• Ability to attend occasional meetings out of school hours _when required_ • Assisting pupils in line with moving and handling guidelines when toileting, feeding and transferring. • Providing hygiene care to pupils. • Lifting and carrying equipment as required. Or to undergo appropriate training.	Application Form and Interview		