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|  | **PERSON SPECIFICATION****POST** **Learning Progress Assistant****GRADE Scale 1/2, SCP 8-13** |

**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.

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|  | **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 etcExperience of personal careExperience of working in a school or with young peopleExperience of working with children or young people with Autism Spectrum condition | Application Form and Interview |

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|  | **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 |  |  |