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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 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 |

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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 |  |  |