



## Person Specification

### Early Years Practitioner - Level 2, part-time – Maternity Cover, linked to external funding

Staploe Education Trust and its schools are committed to safeguarding and promoting the welfare of children and young people, and expects all adults working within our Trust to share this commitment

Attributes	Essential	Desirable
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>English and Maths GCSEs (or equivalent level) at grades 9-4 (A*-C)</li> </ul>	<ul style="list-style-type: none"> <li>Level 3 childcare qualification</li> <li>Child Protection training</li> <li>Have undertaken appropriate first aid training</li> <li>Evidence of continued professional development</li> <li>NVQ Childcare qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Previous experience of working in a school as a Teaching Assistant or in Early Years Foundation Stage environment</li> <li>Experience of supporting pupils with challenging behaviour or with particular needs</li> <li>Knowledge of Early Years Foundation Stage curriculum</li> <li>Good working knowledge of child development and learning processes, relevant policies/codes of practice, learning programmes and awareness of relevant legislation</li> <li>Experience of dealing with parents or carers</li> <li>Implementation of the policies of inclusion and equal opportunities</li> <li>Procedures related to the safeguarding of children's welfare</li> </ul>	<ul style="list-style-type: none"> <li>Recent experience of working in a school</li> </ul>
<b>Skills, knowledge and Aptitude</b>	<ul style="list-style-type: none"> <li>Ability to maintain confidentiality at all times</li> <li>Ability to act as a positive role model and to inspire pupils as individuals</li> <li>Ability to supervise and assist pupils, including whole classes at times</li> <li>A positive attitude to problem solving</li> <li>Ability to plan and deal with conflicting priorities in organising own work schedule</li> <li>Ability to produce work sheets, use school ICT systems and undertake a</li> </ul>	<ul style="list-style-type: none"> <li>Ability to speak an additional language</li> <li>Ability to act on own initiative</li> <li>Ability to communicate orally and in writing to a range of audiences</li> <li>Ability to adapt activities to support pupil engagement</li> </ul>



	<p>range of administrative tasks in support of the teacher</p> <ul style="list-style-type: none"> <li>• To work effectively as part of a team, understand classroom roles and responsibilities and follow and interpret instructions and guidance</li> <li>• Ability to relate to and communicate well with children, school staff and parents, motivate pupils to learn, clarify and explain instructions to pupils and respond sensitively and flexibly to competing demands</li> <li>• Ability to deliver educational work programmes, evaluate and implement strategies to enhance learning</li> <li>• Take responsibility, with minimum supervision, for delivering planned activities over an extended period to groups of children including those with special educational needs</li> <li>• Ability to prepare/display relevant resources/materials for teaching and learning activities</li> <li>• Ability to converse at ease and provide advice and information in accurate spoken English</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Willingness to be flexible</li> <li>• Willingness to undertake further training/development opportunities</li> <li>• Evidence of relevant professional development</li> <li>• A commitment to developing the professional skills of yourself and others</li> </ul>	
<b>Personal attributes:</b>	<ul style="list-style-type: none"> <li>• Confident</li> <li>• Enthusiastic</li> <li>• Creative</li> <li>• Hardworking</li> <li>• Resilient</li> <li>• Calm</li> </ul>	

You must meet the essential criteria in order to be shortlisted for this post and it would be advantageous if you meet the desirable criteria