



## PERSON SPECIFICATION

**JOB TITLE:** Childcare Assistant

**GRADE:** GLPC GRADE 3, POINTS 6–9

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS clearance.

Key area	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>A good basic education to GCSE level in literacy and numeracy, or the equivalent</li> <li>Minimum Level 2 NVQ in childcare or other relevant qualification</li> </ul>	<ul style="list-style-type: none"> <li>Pediatric first aid</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working with/supervising young children,</li> </ul>	<ul style="list-style-type: none"> <li>Experience of 2, 3 and 4-year olds</li> <li>Experience in a school or nursery setting</li> </ul>
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>The EYFS curriculum</li> <li>Safeguarding children</li> <li>The needs of young children</li> <li>Child development and the way children learn</li> <li>The roles played by various adults in a child's education</li> <li>Basic knowledge of first aid</li> <li>Ability to read and understand school policies and procedures relevant to area of work</li> <li>Ability to complete reports such as incident and accident reports etc.</li> <li>Ability to communicate fluently in English and at least one other language</li> </ul>	<ul style="list-style-type: none"> <li>Have awareness of health and safety</li> <li>Have experience of classroom support</li> <li>Some knowledge and understanding relating to children whose first language is not English</li> </ul>
<b>Personal Skills and Attributes</b>	<ul style="list-style-type: none"> <li>Help professional staff to achieve their objectives and assist with information gathering and resources as appropriate</li> <li>Assist teacher in creating a positive learning environment</li> </ul>	<ul style="list-style-type: none"> <li>Monitor, record and make basic assessments about individual progress</li> <li>Suggest alternative ways of helping children if they are unable to understand</li> <li>Identify gaps in their own experience that they need help in filling</li> </ul>

	<ul style="list-style-type: none"> <li>• Assist children on an individual basis, in small group and whole class work</li> <li>• Explain tasks simply and clearly and foster independence</li> <li>• Supervise children and adhere to defined behavior management policies</li> <li>• Accept and respond to authority and supervision</li> <li>• Work with guidance, but under limited supervision</li> <li>• Liaise and communicate effectively with others</li> <li>• Demonstrate good organisational skills</li> <li>• Reflect on and develop professional practice</li> <li>• Make and maintain basic teaching resources</li> <li>• Demonstrate a child centred ethos</li> <li>• Ability to stay calm</li> <li>• Ability to maintain and develop effective liaison and partnership working with all partners.</li> <li>• Ability to listen effectively and sensitively to all and value all opinions and contributions</li> <li>• Ability to communicate clearly, orally and in writing and at an appropriate level to both adults and children</li> <li>• Good organisational and time management skills, ability to work to deadlines</li> <li>• Knowledge and understanding of ICT.</li> <li>• Approachable, patient, understanding and flexible</li> <li>• A sense of humour</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate the ability to learn and adapt from past experience</li> <li>• Evidence of self-development</li> <li>• Excellent classroom practitioner</li> <li>• Being able to use technology such as an Ipad confidently</li> </ul>
<b>Equality and Diversity</b>	<ul style="list-style-type: none"> <li>• A demonstrable commitment to supporting equality and promoting diversity</li> </ul>	