

POST REF _ POST TITLE _Apprentice_TA _HOURS PER WEEK_31 hrs per week + additional study hours per week outside of the school day

	ESSENTIAL	DESIRABLE	HOW MEASURED
EXPERIENCE	Experience of working with children	Experience of working in schools	Application form References Interview
EDUCATION, TRAINING AND QUALIFICATIONS	Literacy & Numeracy	C & G in Learning support Qualification in ICT GCSE/O level equivalent in English & Mathematics	Certificates
SKILLS AND KNOWLEDGE	Literacy skills Numeracy skills Good Timekeeping Organisation skills Communication skills Willingness to undertake training	Understanding of child development Knowledge of Education policies Knowledge of Health & Safety	Application form References Interview Written task

	ESSENTIAL	DESIRABLE	HOW MEASURED
PERSONAL QUALITIES	Ability to work with others Ability to use own initiative Willingness to learn new skills Ability to be flexible Ability to work in disruptive situations	Sense of humour	Application form Interview Reference CRB check
WORKING ARRANGEMENTS	Able to work under the direction of others Ability to work with colleagues to meet the learning needs of pupils. To help maintain the learning environment Follow recognised procedures Ability to participate fully in planned physical intervention	Flexibility to take on other tasks as required	Application form Interview Reference CRB check

THE POST IS SUBJECT TO:

DISCLOSURE OF CONVICTIONS UNDER THE REHABILITATION OF OFFENDERS (EXEMPTION) ACT 1975.

YES NO

THE LEVEL OF DISCLOSURE FOR THIS POST IS:

- BASIC DISCLOSURE - convictions not spent
- STANDARD DISCLOSURE - for posts with children, young people, elderly, sick or disabled, administration of the law
- ENHANCED DISCLOSURE - standard disclosure plus regular care, training, supervising young people**

IS THE POST POLITICALLY RESTRICTED?

YES NO