

POST NUMBER _____	JOB TITLE _____	HOURS PER WEEK _____	
	ESSENTIAL	DESIRABLE	HOW MEASURED
EXPERIENCE	Experience of working with children in mainstream or specialist settings, in a paid or voluntary capacity. Experience in the use of ICT	Experience of developing & creating simple educational activities	Application form References Interview
EDUCATION, TRAINING AND QUALIFICATIONS	GCSE grade C or above in English and Maths	Qualification in ICT City & Guilds in Learning Support or other appropriate qualification Speech and language qualification	Certificates Application form

	ESSENTIAL	DESIRABLE	HOW MEASURED
SKILLS AND KNOWLEDGE	<p>Communication skills, including familiarity with visual communication systems</p> <p>Time management & Organisational skills</p> <p>Knowledge of child development & children's personal development needs</p> <p>Knowledge of the implications of common disabilities in children for teaching & learning at school and for families of pupils</p> <p>Knowledge of strategies which promote good behaviour & discipline</p> <p>Understanding of the effects of medical conditions on functioning</p>	<p>Knowledge of Education policies</p> <p>Knowledge of Health & Safety</p> <p>Knowledge of Communicative Aspects of Learning and Life and Specialist English Strategies (CALL)</p> <p>Knowledge of a range of communication strategies including the use of aids</p> <p>Willingness to undertake training in moving and handling and in medical care procedures including those which are invasive</p>	<p>Application form</p> <p>References</p> <p>Interview</p> <p>Written task</p>

	ESSENTIAL	DESIRABLE	HOW MEASURED
PERSONAL QUALITIES	<p>Ability to work as part of a team</p> <p>Ability to use own initiative</p> <p>Willingness to learn new skills</p> <p>Ability to be flexible</p> <p>Ability to work in conjunction with class teacher with a child in potentially disruptive situations</p> <p>Willingness to undertake training</p>	<p>Sense of humour</p>	<p>Application form</p> <p>Interview</p> <p>Reference</p> <p>DBS check</p>
WORKING ARRANGEMENTS	<p>Able to work under the direction of others</p> <p>Ability to work with colleagues to meet the learning needs of pupils.</p> <p>To help teachers and head teacher maintain the learning environment</p> <p>Willingness to participate fully in planned physical interventions, In pupil personal care routines and in moving & handling pupils with physical disabilities safely</p> <p>Following recognised procedures</p>	<p>Flexibility to take on other tasks as required</p>	<p>Application form</p> <p>Interview</p> <p>Reference</p> <p>DBS check</p>

The post is subject to:

Disclosure of convictions under the Rehabilitation of Offenders (Exemption) Act 1974 Yes No

Political restriction Yes No

Employee:

(signed) _____ (print) _____ Date: _____

Manager:

(signed) _____ (print) _____ Date: _____