



Employee Specification Form

Post Number	DAWPOOL CE AIDED PRIMARY SCHOOL
Job Title	EYFS Teaching Assistant Level 3
Department	Education
Prepared by and date	HEADTEACHER 07.06.21

Essential Personal Attributes	Stage Identified	Desirable Personal Attributes	Stage Identified
Qualifications <ul style="list-style-type: none"> NVQ Level 3 or above in Early Education and Childcare, NNEB or equivalent; Very good English, Maths and Computing skills. 	A A	<ul style="list-style-type: none"> First Aid for babies and children (Paediatric First Aid); Food hygiene certificate; Evidence of further related training or interests. 	A A A/int
Experience <ul style="list-style-type: none"> Enthusiastic and excellent practitioner; At least 2 years recent experience of working with EYFS children in a school setting; Experience of working with children with special / additional needs; Experience of supporting pupils' speech, language and communication needs; Experience of assessing pupils' needs and implementing relevant frameworks. 	A/int A/int A/int A/int A/int	<ul style="list-style-type: none"> Experience of working with Foundation 1 pupils in a school setting; Experience of working with a multi-agency team; Experience of developing Additional Support Plans for children with additional needs. 	A/int A/int
Knowledge and skills <ul style="list-style-type: none"> Demonstrate knowledge and understanding of the Early Years Foundation Stage within a school setting; A good understanding of the changes to the Early Years Foundation Stage (EYFS) framework that are coming into effect from September 2021; Knowledge of Ofsted Standards; Good understanding of Child Protection Policy and procedure; Experience of writing observations and cross referencing with the EYFS curriculum; Ability to work in partnership with parents / carers; Understanding of information sharing (confidentiality) and record keeping issues. 	A/int A/int A/int A/int A/int A/int	<ul style="list-style-type: none"> Specific training in the Foundation Stage curriculum; Ability to plan rich, creative and varied learning development activities. 	A/int A/int
Special Requirements: <ul style="list-style-type: none"> Good organisational and time management skills; Ability to build and maintain effective relationships; Approachable and flexible; Able to adapt to changing circumstances and new ideas in a positive and creative manner; Friendly, fair and caring nature; Honest, reliable and dependable; Ability to stay calm in an emergency; Good verbal and written communication skills; Willingness and ability to work as part of a team. 	A/Int A/Int A/Int A/Int A/Int A/Int A/Int A/Int A/Int	<ul style="list-style-type: none"> Willingness to be involved in extra curricular activities. 	A/int

Employee Specification Form – Guidance for Applicants

These guidance notes should be studied carefully before completing the Job Application Form (M05).

What is the purpose of an Employee Specification Form?

The Employee Specification Form lists the personal attributes required to fulfil the duties listed in the Job Description (M03).

What are personal attributes?

The personal attributes are the qualifications, experience, knowledge and skills and any special requirements that are required to be able to fulfil the duties of the post.

They are set at a level appropriate to the work to be done and *not* higher than necessary; stated clearly and specifically; and entirely job related.

What are essential personal attributes?

These are the personal attributes without which a person would simply be unable to do the job.

Examples could be the possession of a current driving licence or a relevant qualification.

Any applicant who does not meet all of the essential requirements will not be shortlisted (unless the stage identified is not at application).

*Any Disabled applicant who meets all of the essential requirements **must** be shortlisted for interview.*

What are desirable attributes?

These are the personal attributes which are desirable, but not essential.

Examples for certain jobs could be local government experience or knowledge of new technology.

A candidate will not be rejected for failing to meet any single desirable requirement.

What are the Stages Identified?

These are the stages in the selection process that the personal attribute is to be identified, eg application form, interview, tests, references, etc.

How should I use the Employee Specification when completing my Job Application Form?

You should refer to the personal attributes listed on the Employee Specification Form and use them to state clearly how you meet each of them on Section A4 of the Job Application Form (M05). You should start with the essential requirements and then the desirable requirements. You should also demonstrate how you meet them (give examples).

Failure to state how you meet an essential requirement (if identified as Application stage) will result in you not being shortlisted for interview/the next stage.