



Person Specification

Co Educator

Attend Achieve Aspire

	Detail	Examples	Essential	Desirable
Qualifications & Experience	Specific qualifications & experience	Successful experience working with children in a school/early years environment Educated to NVQ Level 2 in learning support/early years, NNEB or equivalent qualification/experience GCSE Maths & English grades A-C Completion of DCSF induction programme	Yes	Yes
	Knowledge of relevant policies and procedures	Basic knowledge of First Aid and understanding of School		Yes
	Literacy	Good reading and writing skills (GCSE A-C)	Yes	
	Numeracy	Good numeracy skills (GCSE A-C)	Yes	
	Technology	Knowledge of basic ICT to support learning	Yes	
Communication	Written	Ability to write basic reports	Yes	
	Verbal	Ability to use clear language to communicate information unambiguously Ability to listen effectively	Yes yes	
	Languages	Overcome communication barriers with children and adults	Yes	
	Negotiating	Consult with children and their families and carers and other adults		Yes
Working with children	SEN	Ability to understand and support children with developmental difficulty or disability	Yes	
	Curriculum	Good understanding of the school curriculum Knowledge of literacy/numeracy strategies		Yes
	Child Development	Good understanding of the general aspect of child development Ability to assess progress and performance	Yes Yes	
	Health & Well being	Understand and support the importance of physical and emotional wellbeing	Yes	
	Business Car Insurance	You will be required to transport children in your own vehicle on school outings		Yes
Working with others	Working with partners	Understand the role of others working in and with the school Understand and value the role of parents and carers in supporting children	Yes Yes	
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults	Yes	
	Team work	Ability to work effectively with a range of adults	Yes	
Responsibilities	Organisational skills	Good organisational skills Ability to remain calm under pressure	Yes	
	Line Management	Ability to support the work of volunteers and other teaching assistants in the classroom		Yes
	Time Management	Ability to manage own time effectively	Yes	
	Creativity	Demonstrate creativity and an ability to resolve routine problems independently		Yes
General	Equalities	Awareness of and commitment to equality	Yes	
	Health & Safety	Basic understanding of Health & Safety	Yes	
	Child Protection	Understand and implement child protection procedures	Yes	
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality	Yes	
	CPD	Be prepared to develop and learn in the role	Yes	