



## Person Specification Early Years Practitioner

**A – Application Form      I - Interview**

<b>1. Qualifications and Experience</b>	<b>Essential</b>	<b>Desirable</b>
Successful experience working with children in an early year's environment (A &I)		✓
Educated to NVQ Level 2 in learning support / early years, NNEB or equivalent qualification / experience (A &I)		✓
GCSE Grade C and above (or 4 and above) in English and Maths. (A)	✓	
Basic knowledge of First Aid (A)		✓
Good reading and writing skills (A &I)	✓	
Good numeracy skills (A &I)	✓	
Knowledge of basic ICT to support learning (A &I)	✓	
<b>2. Communication</b>	<b>Essential</b>	<b>Desirable</b>
Ability to write basic reports (A&I)	✓	
Ability to use clear language to communicate information unambiguously (I)	✓	
Ability to listen effectively (I)	✓	
Overcome communication barriers with children and adults (I)	✓	
Consult with children and their families and carers and other adults (I)	✓	
<b>3. Working with children</b>	<b>Essential</b>	<b>Desirable</b>
Understand and implement the school's behaviour management policy (A&I)	✓	
Ability to understand and support children with developmental difficulty or disability (I)	✓	



Good understanding of the school curriculum (A&I)	✓	
Knowledge of literacy/numeracy strategies (A&I)	✓	
Good understanding of the general aspect of child development (A&I)	✓	
Ability to assess progress and performance (A&I)	✓	
Understand and support the importance of physical and emotional wellbeing (A&I)	✓	
<b>4. Working with Others</b>	<b>Essential</b>	<b>Desirable</b>
Understand the role of others working in and with the school (A&I)	✓	
Understand and value the role of parents and carers in supporting children (A&I)	✓	
Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults (A&I)	✓	
Ability to work effectively with a range of adults (A&I)	✓	
Ability to follow instructions accurately (A&I)	✓	
Know when, how and with whom to share information (A&I)	✓	
<b>5. Responsibilities</b>	<b>Essential</b>	<b>Desirable</b>
Good organisational skills (A&I)	✓	
Ability to remain calm under pressure (A&I)	✓	
Ability to manage own time effectively (A&I)	✓	
Demonstrate creativity and an ability to resolve routine problems independently (A&I)	✓	
<b>6. General</b>	<b>Essential</b>	<b>Desirable</b>
Awareness of and commitment to equality (I)	✓	
Basic understanding of Health & Safety (I)	✓	
Understand and implement child protection procedures (I)	✓	



Understand procedures and legislation relating to confidentiality (I)	✓	
Be prepared to develop and learn in the role (I)	✓	