



## Person Specification

<b>Job Title:</b>	Early Years Teaching Assistant	<b>Job Number:</b>	
<b>Directorate:</b>	People	<b>Post Number:</b>	
<b>Service:</b>	People's Directorate	<b>Grade:</b>	3
<b>Location:</b>	Hillfields Nursery School		

Area	Description
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<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>An understanding of the needs and characteristics of young children and their development.</li> <li>An awareness of equal opportunities issues.</li> <li>An understanding of the Early Years Foundation Stage</li> </ul>
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<b>Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>To assist children on an individual basis but also work as part of a team.</li> <li>To be able to communicate and liaise effectively with others.</li> <li>Support children's learning and development through the Foundation Stage Framework</li> <li>To be supportive, patient and caring.</li> <li>Good interpersonal skills in dealing with families, colleagues and other agencies.</li> <li>To be open, receptive and non-judgemental.</li> <li>To respond flexibly and be adaptable to change.</li> <li>To be able to deal with situations calmly and efficiently.</li> <li>To be able to explain tasks simply and clearly.</li> <li>To act as a key worker, supported by a team Leader.</li> </ul>
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<b>Experience:</b>	<ul style="list-style-type: none"> <li>Experience in early years is a requirement.</li> </ul>
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<b>Educational:</b>	<ul style="list-style-type: none"> <li>Relevant Level 3 as defined by the CWDC (Children's Workforce Development Council)</li> <li>GCSE Maths A-C or 9-4.</li> <li>GCSE English A-C or 9-4.</li> </ul>
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<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS)</li> </ul>
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**Date Reviewed:** September 2021  
**Updated:**