Job Specification		
Area	**Criteria**	**Requirement**
Skills, Knowledge and Expertise	• Basic understanding of child development and of children's needs. • Understanding of relevant policies/codes of practice and an awareness of relevant legislation • Ability to relate well to children and their parents and carers • Ability to communicate and liaise effectively with a wide range of professionals within the school community. • The ability to work constructively as part of a team and on own initiative as appropriate. • Ability to self evaluate performance and learning needs and actively seek learning opportunities • Commitment to and understanding of equality, diversity and inclusive practice. • Ability to empathise with the needs of all children and demonstrate active listening skills • Ability to provide appropriate levels of individual attention, nurture and reassurance to help support the emotional needs of the children • Excellent communication skills	Essential Desirable Essential Essential Essential Essential Essential Essential Essential Essential
Personal attributes	• Reliable, well motivated and positive • A professional and calm manner in all situations • Flexible and adaptable in approach • Maintains confidentiality at all times	Essential Essential Essential Essential
Qualifications and Training	• Recognised Level 2/3 childcare/playworker/TA qualification • Good numeracy/literacy skills • Evidence of child protection training • Current paediatric first aid certificate. • Food handling/hygiene training • Willingness to attend further training courses and meetings as required to keep up to date with current good practice.	Essential Essential Desirable Desirable Desirable Essential
Experience	• Experience of working with or caring for primary age children • Experience of working with children with a range of needs • Experience of supporting children's progress in a learning environment • Experience of working in partnership with others	Essential Desirable Desirable Essential

Conditions of Service

- The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the Governing Body.
- To uphold the school's policy in respect of child protection matters.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.
- All staff members participate in the school's performance management /appraisal scheme

This document must not be altered once it has been signed but will be reviewed annually.

Signature of post holder Date / /

Signature of Headteacher Date / /

This school is committed to safeguarding and promoting welfare of children and young people. Please note this position will require an Enhanced disclosure from the Disclosure & Barring Service