



## Early Years Educator Person Specification

<b>Pay Scale/Grade:</b>	Bucks Pay Range 1b, Scale point 9 – 10 (depending on skills/experience) £17,609 - £18,305 per annum (Full Time Equivalent)
<b>Reports to:</b>	Head of Learning for Early Years
<b>Responsible for:</b>	N/A
<b>Liaison with:</b>	Teaching Staff, Support Staff, Headteacher, Senior Leadership Team, Pupils, Stakeholders

The selection decisions will be based on the criteria outlined below. At each stage of the process, an assessment will be made by the appointment panel to determine the extent to which the criteria have been met.

When completing your covering letter, application form and person specification form, you should ensure that you address each of the selection criteria and provide supporting evidence of how you meet the criteria through reference to work or other relevant experience.

Factors	Essential	Desirable	Assessment Method
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Full and relevant Early Years Level 2 qualification (click <a href="#">here</a> to check if yours is full and relevant)</li> <li>• Suitable Level 2 Literacy and numeracy qualifications (click <a href="#">here</a> to check if your qualifications are suitable)</li> <li>• Full and relevant Early Years Level 3 qualification (click <a href="#">here</a> to check if yours is full and relevant)</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of additional qualifications suitable to Early Years Educator role</li> <li>• Graduate qualification</li> </ul>	Certificates
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working and supporting children with a range of educational needs</li> <li>• Experience of working and supporting children of a variety of ages</li> </ul>		Application form and selection events

Factors	Essential	Desirable	Assessment Method
Knowledge and Understanding	<ul style="list-style-type: none"> <li>• Intermediate knowledge of ICT</li> <li>• Awareness of keeping children safe</li> <li>• Basic knowledge of Health and wellbeing, safety and child protection</li> <li>• Understanding of the Schools Ethos and Values</li> <li>• Understanding of Data Protection and confidentiality</li> <li>• Basic knowledge of First Aid</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of the development of EAL learners</li> <li>• Understanding of the development of SEN learners</li> </ul>	Application form and selection events
Skills and Abilities	<ul style="list-style-type: none"> <li>• Ability to solve problems and find solutions</li> <li>• Active listener</li> <li>• Good communication (written and verbal)</li> <li>• A team player</li> <li>• Highly motivated</li> <li>• Assist children on an individual basis, in small group and whole class work</li> <li>• Explain tasks simply and clearly and foster independence</li> <li>• Supervise children, and adhere to defined behaviour management policies</li> <li>• Accept and respond to authority and supervision</li> <li>• Work with guidance, but under limited supervision</li> <li>• Display work effectively, and make and maintain basis teaching resources</li> </ul>		Application form and selection events

*Note to applicants:*

*This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.*