

# Portadown Integrated Nursery and Primary School

## PERSONNEL SPECIFICATION SEN Classroom Assistant Position

Factor	Essential Criteria	Method of Assessment
<b>Qualifications</b>	Hold a minimum of a Level 2 childcare qualification. <ul style="list-style-type: none"> <li>A list of approved qualifications is available to download from the EA website <a href="http://www.eani.org.uk">www.eani.org.uk</a></li> </ul>	Shortlisting by Application Form
<b>Experience</b>	<ul style="list-style-type: none"> <li>Have a minimum of 4 months' experience of working with a child/children in a formal learning environment e.g. school, nursery or playgroup</li> </ul>	Shortlisting by Application Form
<b>Skills / Abilities</b>	<ul style="list-style-type: none"> <li>Evidence of a working knowledge of information technology systems including:               <ul style="list-style-type: none"> <li>Microsoft Word and Outlook, and/or</li> <li>C2K schools IT systems</li> </ul> </li> </ul>	Shortlisting by Application Form

### SECTION 2 - ESSENTIAL CRITERIA

The following are **additional essential** criteria which will be measured during the interview/selection stage.

Factor	Essential Criteria	Method of Assessment
<b>Knowledge</b>	Demonstrable knowledge of the following: <ul style="list-style-type: none"> <li>Child development issues</li> <li>Health and safety requirements, relevant to the role</li> </ul>	Application Form and Interview
<b>Skills / Abilities</b>	<ul style="list-style-type: none"> <li>Evidence of an ability to work flexibly and creatively to help ensure a child-centred learning experience</li> <li>Highly effective interpersonal and communication skills</li> <li>Proven team working and collaborative skills</li> <li>Evidence of effective planning and organising skills to ensure work is completed on time to the required standard</li> </ul>	Application Form and Interview
<b>Values Orientation</b>	<ul style="list-style-type: none"> <li>Evidence of how your experience and approach to work reflect the school's Integrated values/ethos.</li> </ul>	Application Form and Interview

### SECTION 3 - DESIRABLE CRITERIA

Some or all of the desirable criteria may be applied by the Selection Panel in order to determine a manageable pool of candidates. Desirable criteria will be applied in the order listed. You should make it clear on your application form how, and to what extent you meet the desirable criteria, as failure to do so may result in you not being shortlisted.

Factor	Desirable Criteria	Method of Assessment
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Have a minimum of one years' experience of working with a child/children with special educational needs</li> <li>• Have a minimum of six months' experience working as a Classroom Assistant with a child/children with special educational needs</li> </ul>	Shortlisting by Application Form