Sandwell Metropolitan Borough Council

Personnel Specification

HR66s
Oct 2021
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Job Title	Teaching and Learning Assistant			**Directorate**	
JE Reference No:		**Grade**	Band C	**School**	Holy Trinity CofE Primary
Completed By				**Date of Issue**	

The Personnel Specification outlines the main attributes needed to adequately perform the post specified. In drawing together the specification, a critical examination of the job description has been undertaken to pinpoint those elements of the post deemed as essential.

The Personnel Specification is intended to give prospective candidates a better understanding of the position's requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates and in determining an applicant's suitability for employment, whilst giving due consideration to the need to make reasonable adjustments in line with the requirements of the Equality Act 2010.

	Essential	Desirable	How identified
1. Qualifications			
What does the job require in the way of: - Level of formal qualifications required to carry out the job. Describe these by level of attainment and by subject matter where appropriate, e.g. Degree, HNC, Professional Qualifications, GCSE's, CIPFA etc. Consider carefully whether these are absolutely necessary.	GCSE in English Language and Maths at Grade C or above or equivalent. Hold (or be willing to complete) a current and appropriate first aid certificate		Formal possession of an appropriate qualification to be verified at interview or from records.
2. Experience			
What does the job require in the way of: - Specific related job experience and in what type of working environment. What kind of life experience could supplement or replace this? Which is more important to the success of the job?	Experience of working with diverse, disadvantaged and vulnerable children and their families Experience of working in teams beyond the classroom. Knowledge of Health and Safety issues. Knowledge and understanding of the Children's' Act, Working Together and Keeping Children Safe in Education. Knowledge and understanding of Equal Opportunities.		Past employment activity record. Performance in related selection methods, e.g. presentation, group discussion.

3. Training			
What does the job require in the way of: - Specific and/or specialist training in order to do the job, e.g. training in recruitment and selection, supervisory, management, inter-personal skills. Apprenticeship in a recognised trade. Practical training in the use of specific equipment, word processing etc.	Willing to attend relevant training. Ability and willingness to carry out research into identified areas.		Past training history from application form and records. Selection process by **demonstration** of ability to display knowledge and skills at the interview.

4. Special Knowledge			
What special knowledge is required in order to perform the job properly, e.g. a knowledge of employment legislation, accounting, financial planning regulations, languages, computer systems, local area etc?	A knowledge of child development from 3-11 years and the importance of providing stimulating activities and appropriate levels of care for all pupils. Knowledge of working with teachers and other agencies/professionals as partners in the delivery of education. An understanding of the importance of the role of parents/carers. A knowledge of child protection procedures.		Qualifications held and demonstration of knowledge at interview.
5. Personal Attributes and Circumstances			
What kind of personal circumstances are required to do the job properly? The ability to work shifts, weekends etc. The willingness and ability to travel and stay away from home. Willingness to live-in if the job requires. Ability to drive, car ownership.	Ability to work when the school is open (Term Time Working). Willingness to work flexibly to meet the requirements of the post. Willingness to work in a Christian environment.		Ensuring candidates are aware of these requirements from the job description. Interview questions and application details.

6. Disposition			
How far does the job require: - Being steady, dependable, persevering, persistent, even tenacious, being difficult to distract or discourage. Getting on well with others, working readily with others, co-operating, and influencing others. Depending on oneself rather than others, relying on own resources, accepting responsibility, leadership qualities, ability to motivate others. Ability to cope with monotony, neatness, accuracy of work, attention to detail.	Have a positive outlook. Ability to motivate individuals to perform effectively. Commitment to working in partnership with parents. Awareness of and respect for, the needs of the individual child and their families, including multi-cultural and inclusive practices. Ability to work as part of a team Have a passion for making a difference to pupils and their families. Demonstrates commitment reliability and integrity. Has energy and resilience. Demonstrates emotional intelligence.	Good sense of humour	Performance in related selection process, e.g. exercises, group discussion, problem-solving, questions etc.
7. Practical and Intellectual Skills			
What practical and intellectual skills are required for performing the job effectively? Does the person need to be a practically orientated person; should they be able to make decisions, should they be able to understand information derived from complex reports? What degree of manual dexterity is needed? Does the applicant need to be mechanically minded?	Able to communicate effectively (orally and in writing) Problem solving and negotiation skills. Able to use IT to support teaching, learning and assessment and the wider role of the job. Commitment to professional growth.		Performance in related selection process.
8. Safeguarding			
The Governing Body and Headteacher of Holy Trinity Cof E Primary School are committed to safeguarding and promoting the wellbeing of children and young people. They ensure that the highest priority is given to following guidance and regulations to safeguard children and young people	You will need to demonstrate knowledge and understanding of relevant guidance and legislation, and to display commitment to the protection and safeguarding of children and young people.		

9. Legal Requirements			
Are there any limitations or requirements imposed by statute that candidates must comply with, e.g. special qualifications, minimum age range etc.? Are there any "Genuine Occupational Qualifications" as defined in legislation which apply to this post?	Enhanced DBS Check for Regulated Activity The successful candidate will be required to undergo robust vetting including an enhanced DBS check before securing their employment at Holy Trinity C of E Primary School.		Application form and interview questioning and references.

THE REMAINING SECTIONS ARE TO BE COMPLETED BY MANAGERS AND ARE FOR THE APPLICANT'S INFORMATION ONLY.

10. **Background Checks**
Please ✓ required check(s) referring to Section 9 of Guidance on completing individual sections of the Personnel Specification

The post is subject to the following Background Check(s) which will be undertaken, where applicable, following a conditional offer of appointment.	a) Enhanced DBS with Children's and Adults Barring List Check	☐	Only **one** or **none** of these checks (a – f) may be applicable.
	b) Enhanced DBS with Adults Barring List Check	☐	
	c) Enhanced DBS with Children's Barring List Check	☐	
	d) Enhanced DBS Check	☐	
	e) Standard DBS Check	☐	
	f) Basic Disclosure Check	☐	
	Police Vetting Check	☐	This check may also be required in addition to one from (a-f) above
	No Check Required	☐	

11. Politically Restricted Post

Is this post a "politically restricted post"?	☐ Yes	☐ No

Applicants can gain further information on Politically Restricted posts in the "Information for job applicants' booklet".

12. Main Physical Activities/ Requirements of the Post.
Please ✓ if activity requires to be undertaken.
The Council will make reasonable adjustments that are necessary for the successful candidate to undertake any of these activities

Lifting / manual handling / client handling	☐	Prolonged standing or sitting	☐
Working at heights	☐	Prolonged working with vibrating tools / machinery	☐
Working in confined spaces	☐	Bending / Squatting / Kneeling	☐
Working outdoors	☐	Manual cleaning /domestic duties	☐
Agricultural / gardening work	☐	Food Handling	☐
Work requiring respirators or masks	☐	Rotating shift work or night work	☐
Work requiring hearing protection	☐	Driving Duties HGV / LGV/ Minibus / Passenger carrying	☐
Work with skin irritants / allergens / respiratory irritants/fine particles	☐	Any other driving duties	☐
Significant use of computers	☐	Using restraint	☐
Working with children or vulnerable adults	☐	High mental stress content	☐
Permanent night work	☐	Physical / sport / leisure duties	☐
Lone working	☐	Regular walking on uneven ground	☐
Working with challenging behaviours	☐		

Other main physical activities not listed above	

13. Safety Critical Posts

A pre-employment/placement medical assessment with Occupational Health is required for any employee who is undertaking a safety critical post.
A safety critical post is one that is likely to be exposed to:-

- Noise (e.g. gardeners using mowers and highways road workers)
- Vibration
    - Hand/arm vibration (e.g. gardeners using blowers and/or strimmers, road workers, arborists, cleaners using buffers and countryside workers)
    - Whole body vibration (e.g. tractor drivers)
- Hazardous substances (i.e. solvents, fumes, dusts, biological agents and other substances hazardous to health) (e.g. School Design and Technology Technicians)

Also, the following posts: Fleet Drivers (where it is an essential requirement of the job to hold a valid driving licence in order to carry out the duties of the role), Trading Standards Officers, Vehicle Mechanics, School Crossing Patrol Operatives, employees working with asbestos and employees with responsibility for the health and well being of children and adults during the night require a pre-employment/placement medical.

Other Night workers (e.g. care workers and concierge staff) will be given the option to receive pre-employment/placement screening if they are offered the position

Having reviewed the criteria outlined in Section 12 is this post a “Safety Critical” post?	☐ Yes	☐ No

14. Language Requirements

Is this post covered by part 7 of the Immigration Act (2016), and therefore, the ability to speak fluent and spoken English is an essential requirement for this role? For example: • The employee will work in a customer-facing role. • The employee is required to speak to members of the public in English and this forms a regular and intrinsic part of the role. • The employee requires a command of spoken English, to enable the effective performance of the role.	☐ Yes	☐ No