Personal Specification

		Essential	Desirable
Qualifications	NVQ Level 3 childcare qualification or above	✓	
	Evidence of continuous INSET and commitment to further professional development	✓	
Experience	Experience of working with individual or groups of children in an Early Years setting.	✓	
	Working in partnership with parents.		✓
	Experience of the independent schools sector.		✓
Knowledge and understanding	Able to provide effectively for the individual needs of Early Years children	✓	
	Outstanding pastoral care and safeguarding of children	✓	
	Curriculum awareness of the requirements at the appropriate age	✓	
	Effective teaching support and learning styles.	✓	
	Some awareness and experience of the Early Years Framework and how it applies to assessment for children of this age		✓
Skills	Assist children on an individual basis, in small group and whole class work.	✓	
	Supervise children and adhere to defined behaviour management policies.	✓	
	Accept and respond to authority and supervision.	✓	
	Work with guidance, but under limited supervision.	✓	
	Display work effectively and make and maintain basic teaching resources.	✓	
	Support the class teacher in planning and preparing lessons appropriate to the needs of the pupils.		✓
	Identify gaps in their own experience that they need help in filling.		✓
	Demonstrate the ability to learn and adapt from past experience.	✓	
	Ability to work well in a team	✓	
Personal characteristics	Organised	✓	
	Excellent timekeeper	✓	
	Enthusiastic	✓	
	Sense of humour	✓	
	Sympathetic to the ethos and aims of Norfolk House School	✓	
	Patient	✓	
	Excellent communication skills	✓	

The post holder should be aware that the above job description and specification is not exhaustive. The post holder should be willing to participate in all activities that contribute positively to the life of the school. Any changes to the above description will be carried out in consultation with the post holder.