

West Cornforth Primary School
Essential Criteria Sheet – Support Staff Day Care/Nursery

	Essential	Desirable	Method of Assessment
Qualifications and training	<ul style="list-style-type: none"> • NNEB, NVQ 3 or CACHE level 3 or BTEC Level 3 or equivalent qualification in a relevant discipline • Minimum 4 subjects GCSE Grades A*-C (or equivalent) including Maths and English 	<ul style="list-style-type: none"> • First aid certificate 	<ul style="list-style-type: none"> • Application form • Letter of application • Class based activity
Experience	<ul style="list-style-type: none"> • Current experience of working within a school nursery • Experience of working in a day care setting. • Keyworker experience • Current experience of planning and evaluating learning experiences • Currently involved in planning of learning for individuals, groups and whole class • Experience of working with children with general and specific learning difficulties • Experience providing wrap around and holiday activities 	<ul style="list-style-type: none"> • Full working knowledge of relevant policies/codes of practice/legislation • Understanding of statutory frameworks relating to teaching 	<ul style="list-style-type: none"> • Application form • Letter of application • Interview • Reference
Skills, knowledge and aptitude	<ul style="list-style-type: none"> • Ability to relate well with babies, children and adults • Working knowledge of Early Learning Goals and Development Matters • Making and recording observations • Supported the teacher in keeping learning journals updated • Demonstrate an ability to use skills, expertise and experience to work independently to support pupil learning with individual children and groups • Good written and oral communication skills • Ability to work flexibly either on own or as part of a team • Enthusiasm and ability to use initiative • Ability to contribute to meetings and liaise with other agencies • Use ICT effectively to support teaching and learning • A willingness to work co-operatively with a wide range of professionals • Willingness to undertake further appropriate training as required by Senior Management Team 		<ul style="list-style-type: none"> • Application form • Letter of application • Interview • Reference
Additional Factors	<ul style="list-style-type: none"> • Approachable manner, reliable, conscientious and articulate • Good sense of humour- recognises change is sometimes inevitable • Sensitive to the needs of vulnerable children and their parents • Commitment to achieve high standards and to continuing personal and professional development • High level of confidentiality and discretion • Enthusiasm and drive. • Calm and positive approach 	<ul style="list-style-type: none"> • Appreciate and support other professionals. 	<ul style="list-style-type: none"> • Letter of application • Interview • Reference