

**PERSON SPECIFICATION**

**SCHOOL:** Wheeler Primary School

**JOB TITLE:** TEACHING ASSISTANT 1:1 – to support child on EHCP

**POST NO:**

**GRADE:** 3 (point 3-5)

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>HOW IDENTIFIED</b>	<b>DESIRABLE</b>	<b>HOW IDENTIFIED</b>
<b>RELEVANT EXPERIENCE</b>	Experience of working with or caring for children of relevant age	Application Form/reference	Experience of working in a primary school environment with a child with special educational needs	Application Form
	Knowledge of child protection procedures and KCSIE	Application Form/Interview	Level 1 safeguarding qualification	Application Form
<b>QUALIFICATIONS</b>	NVQ 2 for Teaching Assistants or equivalent qualification.	Application Form	NVQ 3 for Teaching Assistants or equivalent qualification.	Application Form
	GCSE O Level Mathematics and English grade C or above or equivalent qualification.	Application Form/Interview	Knowledge of SEND Code of practice	
	Training in the relevant learning strategies e.g. literacy	Application Form	Recent phonic training	
<b>SPECIAL SKILLS AND ABILITIES</b>	Good numeracy/literacy skills	References/Interview/Application Form	Recent and relevant professional development in relation to speech and language , behaviour	Application Form

.....Continued overleaf

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>HOW IDENTIFIED</b>	<b>DESIRABLE</b>	<b>HOW IDENTIFIED</b>
<b>SPECIAL SKILLS AND ABILITIES</b>	Understanding relevant learning programmes/strategies	References/Interview	Awareness of Health and safety issues i	Application Form/Interview
	Basic understanding of child development and learning	References/Interview		
	Ability to self-evaluate learning needs and actively seek learning opportunities	References/Interview		
	Can manage behaviour of pupils in a reasonable manner	References/Interview	Knowledge of Restorative Practices	
<b>INTERPERSONAL/ COMMUNICATION SKILLS</b>	Has a caring positive attitude towards pupils welfare	References/Interview		
	An ability to work as part of a team	References/Interview	Experience of Multi Agencies approaches	
	Can assist the school in forming positive partnership with parents	Interview		
	Can maintain trust and confidentiality where appropriate	Interview/References		
<b>KNOWLEDGE</b>	A knowledge and commitment to safeguarding the welfare of children and young people	Interview/References	Understanding of the Every Child Matters Agenda, Prevent and Safer Working practices	Interview

<b>DISCLOSURE OF CRIMINAL RECORD (Please see attached for further details)</b>	#Declaration of full details of <u>everything</u> on candidates criminal record.	Application Form (after shortlisting).		
	#The successful candidate's appointment will be subject to the school obtaining a satisfactory Enhanced Disclosure from the Criminal Records Bureau.	Criminal Records Bureau's Disclosure (successful candidate only).		

Prepared by:  
 C.Mudd.....  
 Designation:  
 ...Head.....

## DISCLOSURE OF CRIMINAL RECORD

### Information Sheet

Level of Disclosure For Post	What Information the Council Requires
Declaration of unspent convictions	If you have a criminal record, you are required to provide, with your job application form, details of anything on your record which is unspent <sup>1</sup> under the Rehabilitation of Offenders Act.
Basic Disclosure	<p>You are required to provide, with your job application form, details of anything on your record which is unspent<sup>1</sup> under the Rehabilitation of Offenders Act.</p> <p>If you are offered the post, this will be subject to your obtaining and providing the Council with a satisfactory<sup>2</sup> Basic Disclosure from the Criminal Records Bureau (CRB)<sup>3</sup>. This will give full details of all unspent convictions.</p>
Standard Disclosure	<p>You are required to provide, with your job application form, full details of everything on your criminal record, including details of all spent<sup>1</sup> convictions. You are also required to provide the Council with details of any prosecutions pending. In addition, you are required to declare on your application form whether you are the subject of a Disqualification Order<sup>4</sup> or included on any Government Department list of people unsuitable or banned from work with children or vulnerable adults.</p> <p>If you are offered the post, this will be subject to the Council obtaining a satisfactory<sup>2</sup> Standard Disclosure from the Criminal Records Bureau (CRB)<sup>3</sup>. The CRB will also send you a copy of the Disclosure. This will give details of everything on your criminal record, including cautions, reprimands and final warnings, as well as convictions and, if relevant, the findings of checks against Government department lists of people banned or unsuitable for work with children or vulnerable adults.</p>
Enhanced Disclosure	<p>You are required to provide, with your job application form, full details of everything on your criminal record, including details of all spent<sup>1</sup> convictions. You are also required to provide the Council with details of any prosecutions pending. In addition, you are required to declare on your application form whether you are the subject of a Disqualification Order<sup>4</sup> or included on any Government Department list of people unsuitable or banned from work with children or vulnerable adults.</p> <p>If you are offered the post, this will be subject to the Council obtaining a satisfactory<sup>2</sup> Enhanced Disclosure from the Criminal Records Bureau (CRB)<sup>3</sup>. The CRB will also send you a copy of the Disclosure. This will give details of everything on your criminal record, including cautions, reprimands, final warnings, convictions and any other information and, if relevant, the findings of checks against Government department lists of people banned or unsuitable for work with children or vulnerable adults.</p>

## **Notes:**

- 1 The table at the end of this information sheet gives details of what is meant by "spent" and "unspent". If you are still unclear as to what information you should provide, please contact the Personnel Section of the Directorate advertising the post, for advice
- 2 In this context, "satisfactory" means containing no offences relevant to the post, which would render you unsuitable
- 3 The Criminal Records Bureau (CRB) is a Government agency which handles the Disclosure Service through which criminal record information can be checked by potential employers and other organisations. Further details about the CRB, including their Code of Practice, are available from their website at [www.crb.gov.uk](http://www.crb.gov.uk) or from: CRB, PO Box 91, Liverpool L69 2UH.
- 4 If a person is convicted of an offence against a child and a qualifying sentence is imposed by a senior court in respect of the conviction, the court must order the individual to be disqualified from working with children, unless, given all the circumstances, the court is satisfied that it is unlikely that the individual will commit any further offence against a child.

The same applies to charges/convictions for equivalent armed forces offences.

The Council must not knowingly offer work in a regulated position to anyone who is the subject of a Disqualification Order. It is also illegal for anyone who is the subject of a Disqualification Order to apply for work in a regulated position.

## **Government Department Lists**

The CRB's Standard Disclosure and Enhanced Disclosure include, where relevant, a check against Government Department lists of people unsuitable for work with children and vulnerable adults e.g. Department for Education and Skills' List 99 or Department of Health's Protection of Children Act List (PoCAL)

## **Obtaining A CRB Disclosure**

If you are offered the post, the Directorate dealing with your job application will let you know what needs to be done.

In the case of a Basic Disclosure being required by the Council, the CRB requires you to make direct contact for the information. You must then let the Council see the Disclosure information with which the CRB provides you.

If a Standard or Enhanced Disclosure is required, the Directorate will ask you to sign a CRB Disclosure application form and to provide verification of your identity. You will receive a copy of the information the CRB discloses to the Council.

## **Costs**

The CRB charges a fee for each Disclosure. Where the Disclosure is required by the Council, the Council will pay the fee.

## SPENT/UNSPENT CONVICTIONS -REHABILITATION PERIODS

The following sentences become spent after fixed periods from the date of the conviction (not the completion of the punishment).

Sentence <sup>1</sup>	Rehabilitation Period People aged 17 or under when convicted	Rehabilitation Period People aged 18 or over when convicted
Prison sentences <sup>2</sup> of 6 months or less	3½ years	7 years
Prison sentences of more than 6 months to 2½ years	5 years	10 years
Borstal (abolished in 1983)	7 years	7 years
Detention Centres (abolished in 1988)	3 years	3 years
Fines, compensation, probation <sup>3</sup> , community service/community punishment orders, combination orders <sup>4</sup> , action plan, drug treatment and testing and reparation orders	2½ years	5 years
Absolute discharge	6 months	6 months

The Crime and Disorder Act 1998 introduced a new custodial sentence for young people with different rehabilitation periods:

Sentence	Rehabilitation Period People aged 12,13 or 14 when convicted	Rehabilitation Period People aged 15,16 or 17 when convicted
Detention and training order of 6 months or less	1 year after the order expires	3½ years
Detention and training order of more than 6 months	1 year after the order expires	5 years

With some sentences the rehabilitation period varies:

Sentence	Rehabilitation period
Probation <sup>5</sup> , supervision, care order, conditional discharge and bind-over	1 year or until the order expires (whichever is longer)
Secure training (abolished in 2000) and attendance centre orders	1 year after the order expires
Hospital order (with or without a restriction order)	5 years or 2 years after the order expires (whichever is longer)
Referral order	Once the order expires

<sup>1</sup> Cautions, reprimands and final warnings become spent immediately

<sup>2</sup> Including suspended sentences, youth custody and detention in a young offender institution

<sup>3</sup> For people convicted on or after 3.2.95. Probation orders are now called community rehabilitation orders

<sup>4</sup> Combination orders now called community punishment and rehabilitation orders

<sup>5</sup> For people convicted before 3.2.95

