

**English as an Additional Language (EAL) Apprentice
Level 2 Teaching and Learning ARC Services – Person Specification**

	Essential	Desirable	Measured by
Qualifications/ Training	<ul style="list-style-type: none"> • Educated to GCSE Standard at Grade A – C for a minimum of 5 GCSEs including Mathematics and English • Commitment to training / health and safety legislation 	<ul style="list-style-type: none"> • Vocational qualification, NVQ (or equivalent) in a relevant discipline 	Application form Interview Verification of qualifications
Knowledge and Experience	<ul style="list-style-type: none"> • Experience of working in a team • Experience of working with young people in either a professional or voluntary capacity 	<ul style="list-style-type: none"> • Experience of educational establishment policies and procedures in supporting teaching and learning • Experience of general office procedures e.g. manual and computerised records and filing systems, photocopying, emails, faxes • Be able to support teacher in a classroom environment including behaviour management 	Application form Interview
Skills and Ability	<ul style="list-style-type: none"> • Organised approach to work in relation to professional standards and competencies • ICT Literate (MS Office) • Ability to produce written communications which are readily understood • Good communication and numeracy skills • Ability to research information from relevant sources and present clearly • Flexible approach to changing work tasks 	<ul style="list-style-type: none"> • Ability to work in a busy environment • Ability to meet deadlines and work to a tight schedule • Ability to manage own work effectively • Safe working procedures i.e. manual handling • Excellent communication skills and the ability to relate to a wide range of people and adapt approach as appropriate • Ability to work flexibly across whole school to meet requirements 	Application form Interview
Personal Qualities and Attitude	<ul style="list-style-type: none"> • Committed to safeguarding and promoting the welfare of children and young people • High level of emotional intelligence • Friendly and outgoing • Able and willing to establish good professional relationships • Commitment to high standards • Commitment to team work • Willingness to learn • On occasions to work evenings and weekends for special events 	<ul style="list-style-type: none"> • Sense of humour 	Interview
Physical attributes	<ul style="list-style-type: none"> • Good health and attendance 		