

| JOB REQUIREMENT | | Evidence | Scoring Method |
|-----------------------------|--|----------|-----------------|
| Qualifications & Experience | A good level of literacy and numeracy skills, enabling the postholder to complete administrative duties relevant to the post | A, I | Pass/Fail |
| | Experience of working collaboratively within a team with minimal supervision | A, I | Numerical Scale |
| Knowledge and Skills | Knowledge of school's approach to behaviour management and the associated policies/procedures | A, I | Numerical Scale |
| | Experience working with children and/or young people | A, I | Numerical Scale |
| Values and Behaviours | <i>Supporting and Co-operating - Working with People - Kindness</i> Demonstrates an interest in and understanding of others; adapts to the team and builds team spirit; listens, consults others and communicates proactively; supports and cares for others; develops and openly communicates self-insight. | I | Numerical scale |
| | <i>Organising and Executing - Following Instructions and Procedures – Trust/Service</i> Appropriately follows instructions from others without unnecessarily challenging authority; Follows procedures and policies; Keeps to schedules; Arrives punctually for work and meetings; Demonstrates commitment to the organisation; Complies with legal obligations and safety requirements of the role | I | Numerical scale |
| | <i>Organising and Executing - Following Instructions and Procedures – Trust/Service</i> Sets clearly defined objectives; Plans activities in advance and takes account of possible changing circumstances; Manages time effectively; Identifies and organises resources needed to accomplish tasks; Monitors performance against deadlines and milestones | I | Numerical Scale |
| | <i>Adapting and Coping - Adapting and Responding to Change - Vision</i> Adapts to changing circumstances; Accepts new ideas and change initiatives; Adapts interpersonal style to suit different people or situations; Shows respect and sensitivity towards cultural and religious differences; Deals with ambiguity, making positive use of the opportunities it presents | I | Numerical scale |

* A = application, I = interview (including tasks), V = pre-employment vetting checks

TEAL is committed to safeguarding and promoting the safety and welfare of children and young people and expects all staff to share the commitment. All appointments will, therefore, be subject to a satisfactory Enhanced Level Disclosure and Barring Service Clearance as well as all other relevant pre-employment vetting checks.