

## St Mary's Catholic Primary School

### Teaching Assistant Post

### PERSON SPECIFICATION

**POST TITLE:** Teaching Assistant - Level 2

**GRADE:** Band 4

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Educational Attainment</b>	<ul style="list-style-type: none"> <li>NVQ 3 in education or equivalent</li> <li>GCSE or equivalent in English and maths</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of further training/Development relevant to the post</li> <li>First Aid qualification</li> <li>Recognised safeguarding qualification</li> </ul>	Application form Certificates
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>Experience of working in an school environment relevant to the post</li> <li>Experience of working as a teaching assistant.</li> <li>Experience of working with or caring for children of relevant age</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working with children with additional needs</li> <li>Experience dealing with parents or members of the public</li> <li>Experience of using ICT in a work environment</li> </ul>	Application form References
<b>Knowledge/ Skills/ Aptitudes</b>	<ul style="list-style-type: none"> <li>Effective use of ICT to support learning</li> <li>Use of resources – computer, interactive whiteboard, photocopier etc</li> <li>Recent knowledge of relevant policies/codes of practice and legislation</li> <li>Recent knowledge of safeguarding legislation</li> <li>Understanding of national curriculum and other basic learning programmes/strategies</li> <li>Basic understanding of child development and learning</li> <li>Ability to self-evaluate learning needs and actively seek learning opportunities</li> <li>Ability to relate well to children and adults</li> <li>Work constructively as part of a team, understanding roles and responsibilities and your own position within these</li> <li>Good numeracy skills</li> <li>Good command of written and spoken English</li> <li>Training in relevant learning strategies to enable the support of children in the school setting.</li> </ul>	<ul style="list-style-type: none"> <li>Up to date safeguarding training</li> </ul>	Interview References Short task
<b>Disposition</b>	<ul style="list-style-type: none"> <li>Patient and tolerant</li> <li>Committed to the principles of equality and diversity</li> <li>Flexible approach to work</li> <li>Willing to undertake training as required</li> <li>Able to build up good relationships with parent, pupils and colleagues</li> </ul>		Interview References
<b>Circumstances</b>	<ul style="list-style-type: none"> <li>Enhanced clearance from the Disclosure and Barring Service</li> </ul>		DBS check

