



St Mary's Catholic Primary Academy
Reflecting the love and faith of Mary in all that we do.



Personal Specification: Higher Level Teaching Assistant

ATTRIBUTES	ESSENTIAL	DESIRABLE
EDUCATION AND TRAINING	<ul style="list-style-type: none"> • Willingness to participate in school's induction programme. • Willingness to take part in job related training. • NPQ /SVQ Level 3 or ability to produce work to that standard. • Training in the relevant learning strategies. • Numeracy and Literacy skills to a level necessary to write basic reports and perform simple calculations. 	<ul style="list-style-type: none"> • Accredited Special Needs Certificate / STAC/DfES Induction course or other relevant qualification. • Basic First Aid qualifications.
EXPERIENCE	<ul style="list-style-type: none"> • Previous experience of dealing with children/young people preferably within a school environment. • Experience of planning class activities. 	<ul style="list-style-type: none"> • Experience of assisting class teacher in delivering the curriculum. • Experience of working with children with Special Educational Needs.
KNOWLEDGE	<ul style="list-style-type: none"> • Understanding of and commitment to the Trusts Equality and Diversity Policy and how this relates to the duties of the job. • Basic Health and Safety Awareness. • Understanding of child development and learning. 	<ul style="list-style-type: none"> • Understanding of National Foundation Stage curriculum and other basic learning programmes/strategies • Knowledge of the national curriculum applicable to the school.
SKILLS	<ul style="list-style-type: none"> • Effective use of ICT to support learning • Ability to assist the teacher in planning class activities. • Ability to communicate effectively with pupils and staff members • Ability to relate to children/young people from diverse/social backgrounds • Ability to work as a team member • Ability to work with children exhibiting behavioural difficulties. 	

	<ul style="list-style-type: none"> • Written communication skills in order to produce basic reports and update records. • Ability to work under own initiative and as part of a team. 	
PERSONAL CHARACTERISTICS	<ul style="list-style-type: none"> • Flexible approach and ability to adapt to a variety of situations within the school. • Empathy with children. • Willingness to work as part of a team and to follow reasonable instructions of school leaders. 	
ADDITIONAL FACTORS	<ul style="list-style-type: none"> • Commitment to ongoing training and development. • Ability to adapt and be flexible to the needs of the school. • Willingness to undertake an enhanced Disclosure and Barring Service check. Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process. 	