



## St Anne's Catholic Primary School

### Person Specification - L3 Teaching Assistant

	ESSENTIAL	DESIRABLE	Measured by
<b>EDUCATION &amp; TRAINING</b>	<p>A* - C in GCSE English or Mathematics or equivalent.</p> <p>NVQ Level 3 for Teaching Assistants or equivalent</p>	<p>First aid qualification</p>	<p>Application</p>
<b>EXPERIENCE &amp; KNOWLEDGE</b>	<p>Experience of supporting children in a classroom environment, including those with special educational needs</p> <p>Experience of using Information Technology to support pupils in the classroom</p>	<p>Working in a diverse school environment</p> <p>Experience in more than one school.</p> <p>Experience working with Year 6.</p>	<p>Application/ Interview</p>
<b>SKILLS &amp; ABILITIES</b>	<p>An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by <b>Part 7 of the Immigration Act 2016.</b></p> <p>Knowledge of SEN Code of Practice</p> <p>Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment</p> <p>Ability to provide classroom cover — with agreed parameters — in the absence of the class teacher</p>		<p>Application/ Interview</p>



<b>SKILLS &amp; ABILITIES (cont)</b>	<p>Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance that are appropriate to the age and development stage of the pupils</p> <p>Ability to consistently and effectively implement agreed behaviour management strategies</p> <p>Ability to use language and other communication skills that pupils can understand and relate to</p> <p>Maintain confidentiality.</p>		Application/ Interview
--------------------------------------	---	--	---------------------------



<b>PERSONAL QUALITIES</b>	<p>Ability to establish positive relationships with pupils and empathise with their needs</p> <p>Ability to assist in the recording of lessons and assessment as required by the teacher</p> <p>Ability to demonstrate active listening skills</p> <p>Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs, encouraging the pupils to stay on task</p> <p>Ability to monitor the pupils' response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes</p> <p>Ability to carry out and report on systemic observations of pupils' knowledge understanding and skills</p> <p>Ability to offer constructive feedback to pupils to reinforce self-esteem</p> <p>Ability to work effectively and supportively as a member of the school team</p> <p>Ability to work within and apply all school policies e.g. behaviour management, child protection, Health and Safety, Equal Opportunistic</p>	Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge	Application/ Interview
---------------------------	---	---	---------------------------



<b>SAFEGUARDING</b>	<ul style="list-style-type: none"> <li>Support the Manager in promoting safeguarding and welfare, being specifically responsible for the children, young people and vulnerable adults the post holder is responsible for, or comes into contact with</li> <li>Refer any safeguarding issues to the school's DSL immediately and record concerns on the relevant IT system.</li> <li>Ensure compliance to Safeguarding Policies and Procedures within the MAC</li> </ul> <p>All duties and responsibilities must be carried out with due regard to the Our Lady and All Saints Multi Academy Company policies and procedures</p> <p><b>St. Anne's Catholic Primary School, part of Our Lady and All Saints Multi Academy Company</b>, has a responsibility for and is committed to safeguarding and promoting the welfare of children, young people and vulnerable groups. All employees and volunteers are expected to share this commitment and to obtain an Enhanced Disclosure and Barring Service check (DBS) and where relevant, a childcare disqualification check. Any offer of employment will be subject to satisfactory references and other satisfactory pre-employment checks. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974, 2013 and 2020.</p> <p>An online search will also be carried out as part of due diligence on all short-listed candidates.</p>
---------------------	--

<b>Compiled/Reviewed by</b>	OLAAS
<b>Date</b>	September 2024