



**PERSON SPECIFICATION**



**POST TITLE: Teaching Assistant - (term time only)  
32.5 hours per week**

Bishop Chadwick  
Catholic Education Trust

**St Bede's Catholic Primary School, South Shields  
(Part of Bishop Chadwick Catholic Education Trust)**

**SALARY: SCP6: £18,754.85 pro rata (FTE - £25,183)**

**Contract: 32.5 hours per week, term time only, fixed term until 31<sup>st</sup> August 2025**

**RESPONSIBLE TO: Mrs Carol Devine, Headteacher**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>WHERE IDENTIFIED</b>
Qualifications	NVQ 3 in education/childcare or equivalent (e.g. NNEB) or experience in relevant discipline	Degree  Relevant SEND qualification  Evidence of further training /development e.g. Sounds Write Training, Positive Handling  First Aid qualification	Application form  Certificates  Interview
Experience	Experience in a school environment relevant to the post  Experience of working with children with special needs – in particular, children with autism  Experience of working as a teaching assistant / learning support assistant  Experience of working with or caring for children of relevant age	Experience of managing a whole class  Experience of planning and delivering lessons / interventions  Experience of creating, monitoring and evaluating pupil support plans  Experience of communicating with parents	Application form  Interview  References
Skills/ knowledge/ understanding	Effective use of IT to support learning  Understanding of child development and learning  Able to self-evaluate learning needs and actively seek learning opportunities	Understanding of relevant polices/codes of practice and awareness of relevant legislation  General understanding of national curriculum and other relevant learning programmes / strategies	Interview  References  Application Form

	<p>Excellent numeracy/literacy skills</p> <p>Training in the relevant learning strategies e.g. literacy, numeracy</p> <p>Ability to work as part of a team and to be flexible in their approach to daily routines.</p> <p>Ability to remain calm in stressful situations</p> <p>Skills and expertise in understanding the needs of all pupils</p> <p>Excellent verbal communication skills</p>	<p>General knowledge of SEND procedures</p> <p>Knowledge of guidance and requirements around safeguarding children</p>	
Professional development	Evidence of proactively accessing CPD opportunities to improve effectiveness as a teaching assistant	<p>CPD in supporting pupils with special needs</p> <p>CPD in safeguarding</p> <p>CPD in SEND</p>	Application form/ interview
Personal development/ skills and qualities	<p>Promote and support the Catholic ethos of the school</p> <p>Able to build good relationships with parents, pupils and colleagues</p> <p>Able to work effectively and professionally with staff</p> <p>Understanding own classroom role and responsibilities</p> <p>Willing to positively promote the school across the community</p> <p>Flexible approach to work Committed to the principles of equality and diversity</p> <p>Commitment to safeguarding</p>	<p>Willingness to contribute to the wider life of the school</p> <p>Practising Catholic</p>	<p>Interview</p> <p>References</p> <p>Application Form</p>

	Be resilient, positive, forward thinking and enthusiastic about making a difference.		
Circumstances	Enhanced clearance from the Disclosure and Barring Service		

Other requirements:

CES application form and supporting document forms must be completed, these can be accessed via the links provided. Applications should be clear and concise, should be completed in full, and the personal statement needs to address the criteria identified in the person specification.