



ST. MARY'S  
MENSTON

**PERSON SPECIFICATION – Teaching Assistant – Level 2**

	<b>ESSENTIAL</b>	<b>DESIRABLE/HELPFUL</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• GCSE or equivalent Maths and English grade 4 or above (or equivalent level).</li> <li>• Competent in the use of ICT and Microsoft Packages</li> </ul>	<ul style="list-style-type: none"> <li>• NVQ Level 1 or above qualification relevant to the post or equivalent.</li> <li>• First Aid training/training as appropriate.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with or caring for secondary school age children</li> <li>• Experience of working in a school environment</li> <li>• Experience of working in an educational setting</li> </ul>	<ul style="list-style-type: none"> <li>• Previous work with individuals with additional needs</li> </ul>
<b>Qualities</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal and communication skills</li> <li>• Ability to work constructively as part of a team</li> <li>• Ability to use own initiative and work flexibly</li> <li>• Good literacy and numeracy skills</li> <li>• Effective and efficient organisational skills</li> <li>• Ability to build professional relationships with students and staff</li> <li>• Ability to maintain confidentiality in line with GDPR requirements</li> <li>• Good ICT skills</li> <li>• Self-motivated and proactive</li> <li>• Empathy with young people and their concerns</li> <li>• An interest in young people and how they learn</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of working with pupils with special educational needs and disabilities</li> <li>• Well-developed multi-tasking and time management skills</li> <li>• Experience of tracking individual progress against targets using electronic tracking systems</li> <li>• Willingness to lead extra-curricular activities.</li> </ul>

**Other**

- Strong administrative skills
- Commitment to quality and continuous improvement
- Of smart and professional appearance
- Supportive of the Catholic ethos
- Take an active part in the life of the school and be supportive of the Catholic ethos of the school
- Knowledge and compliance with policies and procedures relevant to child protection and health and safety.

**To be fully aware of and understand the duties and responsibilities with regard to child protection and safeguarding in schools and attend appropriate whole school staff training if and when required.**