



Our Lady and All Saints
Catholic Multi Academy Company
Strong in Faith

St John the Baptist Catholic Primary School

Person Specification – L2 Teaching Assistant

	ESSENTIAL	DESIRABLE
EDUCATION & TRAINING		
NVQ Level 2	✓	
A* - C in GCSE English or Mathematics or equivalent	✓	
First aid qualification		✓
EXPERIENCE		
Experience of working with children	✓	
Some experience of supporting children in Literacy, Numeracy and working with SEN groups and individuals	✓	
Knowledge of policies and codes of practice/legislation	✓	
Core, subject specific experience	✓	
Working in a multi-ethnic school		✓
Experience in more than one school		✓
Some experience of using ICT effectively		✓
PROFESSIONAL SKILLS		
An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016.	✓	
A good understanding of child development and learning processes.	✓	
The ability to follow instructions from the teacher and also be able to work independently	✓	
The ability to manage behaviour effectively.	✓	
The ability to implement assessment for learning under the guidance of the teacher.	✓	
Maintain confidentiality.	✓	
Excellent personal ICT skills.		✓
Ability to support the development of other colleagues.		✓
Ability to work with families and other agencies.		✓

Show impact on raising achievement and attainment.		✓
PERSONAL QUALITIES		
Ability to establish positive relationships with pupils and empathise with their needs	✓	
Ability to demonstrate active listening skills	✓	
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	✓	
Ability to offer constructive feedback to pupils to reinforce self-esteem	✓	
Ability to work effectively and supportively as a member of the school team	✓	
Ability to work within and apply all school policies e.g. behaviour management, child protection, Health and Safety, Equal Opportunities	✓	
Ability to assist in the recording of lessons and assessment as required by the teacher		✓
Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge		✓
Safeguarding		
<ul style="list-style-type: none"> • Support the Manager in promoting safeguarding and welfare, being specifically responsible for the children, young people and vulnerable adults s/he is responsible for, or comes into contact with • Refer any safeguarding issues to the school's DSL immediately and record concerns on the relevant IT system. • Ensure compliance to Safeguarding Policies and Procedures within the MAC • 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>St John the Baptist Catholic Primary School, part of Our Lady and All Saints Multi Academy Company, 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 pre-employment checks including two suitable references, evidence of Right to Work, Medical Clearance and where applicable a prohibition check and evidence of qualifications. All successful candidates will be required to present their birth certificate along with evidence of any name changes.</p> <p>This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Further information can be found in the DBS filtering guide.</p> <p>This post is covered by Part 7 of the Immigration Act (2016). Therefore the ability to speak fluent and spoken English is an essential requirement for this role.</p> <p>An online search will also be carried out as part of due diligence on all short-listed candidates.</p>		