

PERSON SPECIFICATION



Post – Teaching Assistant – Level 3 (Permanent)

Qualities and Attributes	Essential	Desirable	Evidence by
Knowledge/Experience			
Minimum of 2 years' experience as a teaching assistant, within the last 5 years		✓	Application
Experience in supporting pupils with specific learning difficulties		✓	Application
Skills/Abilities			
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 .	✓		Interview
Understanding of strategies for teaching and learning	✓		Application/ Interview
Understanding of the National Curriculum	✓		Application/ Interview
Knowledge of how ICT is used to support pupils' learning and ability to use ICT effectively in a classroom setting	✓		Application/ Interview
Ability to contribute to planning and preparation of lessons and teaching materials	✓		Application/ Interview
Ability to contribute to assessment and monitoring of pupil progress	✓		Application/ Interview
Ability to work collaboratively with teachers and others	✓		Application/ Interview
Confident user of Microsoft Word, Excel, Email/Outlook, Internet	✓		Application/ Interview
Ability to prioritise own workload in a fast-paced environment	✓		Application/ Interview
Good oral communication skills and good interpersonal skills	✓		Application/ Interview
Ability to communicate effectively both verbally and in writing with colleagues, students, parents/carers and outside agencies	✓		Application/ Interview
Able to work as part of a team and on own initiative	✓		Application/ Interview
Ability to problem solve and use initiative	✓		Application/ Interview
Strong organisational and time-management skills with the ability to prioritise own workload with varying deadlines a under pressure	✓		Application/ Interview
Flexible approach to working	✓		Application/ Interview

Patient, enthusiastic, highly motivated and keen to learn	✓		Application/ Interview
Able to work to the required standards	✓		Application/ Interview
Training/Education			
NVQ level 3 or equivalent plus appropriate experience	✓		Application/ Qualification
Requires the possession of Literacy and Numeracy at Level 2 or higher	✓		Application/ Qualification
QTS qualification or equivalent		✓	Application/ Qualification
Training in Team Teach, de-escalation strategies, or trauma-informed practice.		✓	Application/ Qualification
Other			
This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. An enhanced DBS check with children's barred list check will be required prior to appointment	✓		Application
Willingness to learn and undertake appropriate training	✓		Application/ Interview
Ability to promote and safeguard the welfare of our children and young people through awareness of safeguarding and health and safety	✓		Application/ Interview
Support the Catholic ethos of the school	✓		Application/ Interview