

## Person Specification Form

### Teaching Assistant - Level 2a

| Personal Attributes required<br>(on the basis of the job description)  | Essential (E)<br>or<br>Desirable (D)                | To be identified by:<br>(eg application form,<br>interview, reference etc) |
|--|---|--|
| <b>Qualifications</b><br><br>Maths & English GCSE A*-C or equivalent<br>NVQ level 2 or above qualification –appropriate to the post (or equivalent)  | E<br>D  |  |
| <b>Experience</b><br><br>Experience of working with children across all Key Stages of a Primary school<br>Experience of working within a Key Stage 2 class<br>Experience of working within an Upper Key Stage 2 class<br>Experience of teaching phonics<br>Experience of teaching maths to individuals or groups of children<br>Experience of supporting children who have experienced trauma<br>Experience of supporting pupils with challenging behaviour<br>An understanding of how to support children with SEND | E<br><br>E<br>D<br><br>D<br><br>E<br><br>E<br><br>E |  |
| <b>Knowledge/skills/abilities</b><br><br>Ability to operate at a level of understanding and competence equivalent to NVQ Level 2 standard<br>Ability to relate well to children<br>Ability to work as part of a team<br>Have initiative and be proactive in meeting needs<br>Good communication skills<br>Ability to support and challenge pupils<br>Time management skills<br>Organisational skills   | E<br><br>E<br>E<br>E<br>E<br>E<br>D<br>D            |  |

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|--|--------------------------------------|--|
| Knowledge of classroom roles and responsibilities<br>Knowledge of the concept of confidentiality<br>First Aid Certificate<br>Administrative skills<br>Knowledge of the National Curriculum<br>Good numeracy and literacy skills<br>Ability to make effective use of ICT<br>Flexible attitude to work | E<br>E<br>D<br>D<br>E<br>E<br>D<br>E |  |
| <b>Other</b><br><br>Understanding and commitment to the ethos of a Catholic school<br>A commitment to reflecting the school mission statement in all areas of work<br>Ability to work as a member of an effective team<br><br>Commitment to undertake in –service development                        | E<br><br>E<br><br>E<br><br>E         |  |
| <b>Special Requirements</b><br><br>A good understanding of and experience of using effective strategies with children with Emotional and Social difficulties   | E                                    |  |