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| **ST John’s Catholic Primary School, Skelmersdale**  **Non-Teaching Staff**  **Person Specification** | | | |
| **Job Title: Teaching Assistant Level 2A** | **Grade: 4** | | |
| **School: St John’s CP School** | | | |
| **Requirements** *(on the basis of the Job Description)* | | Essential (E) *Or*  Desirable (D) | **Evidence** Application (A) Interview (I)  Test (T) |
| ***A. Qualification*** | |  |  |
| NVQ Level 2 or above qualification appropriate to the post  or equivalent | | D | A |
| ***B. Experience*** | |  |  |
| Experience of working with or caring for children of relevant age | | E | A / I |
| Experience of working in a relevant classroom environment | | D |  |
| Experience of Administrative work | | D |  |
| Experience of supporting children with challenging behaviour | | D |  |
| ***C. Knowledge / Skills / Abilities*** | |  |  |
| Ability to operate at a level of understanding and competence equivalent to NVQ level 2 standard | | E |  |
| Ability to relate well to children and be able to motivate / encourage them to learn (including SEND) | | E | A / I |
| Ability to work as part of a team / individually | | E | A / I |
| Good communication skills (oral and written) | | E | A / I |
| Ability to supervise and assist pupils (including SEND) | | E | A / I |
| Time management skills | | D |  |
| Organizational skills | | D | A / I |
| Knowledge of classroom roles and responsibilities | | D |  |
| Knowledge of the concept of confidentiality | | E | A / I |
| First Aid Certificate | | D | A / I |
| Administrative skills | | D |  |
| Knowledge of EYFS / KS1 / KS2 / SEND - as appropriate to the post | | D | A / I |
| Good Maths and English skills | | E | A / I |
| Ability to make effective use of ICT | | D | A / I |
| Flexible and enthusiastic attitude to work | | E | A / I |
| ***D. Other*** | |  |  |
| Commitment to safeguarding and protecting the welfare of children | | E | A |
| Commitment to undertake in-service development | | E | A |
| Satisfactory attendance record  Commitment to regular attendance at work. | | E | A |
| To be aware of the confidential nature of issues related to  home / pupil / teacher / school | | E | A / I |
| ***E. Special Requirements*** | |  |  |
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| ***Note: References will always be considered before confirming an offer in writing*** | | | |