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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*** |