



## St. Teresa's Catholic Primary School

### Person Specification

<b>Post title:</b> Teaching Assistant		
<b>Requirements (based on the job description)</b>	<b>Essential (E) or desirable (D)</b>	<b>To be identified by: application form (AF), interview (I), test (T), or other (give details)</b>
<b>Qualifications</b> NVQ level 2 or above qualification –appropriate to the post (or equivalent)	E	AF
<b>Experience</b> Experience of working with or caring for children of relevant age Experience of working in a relevant classroom/service environment Experience of Administrative work Experience of supporting pupils with special educational needs	E E D E	AF/I/R AF/I/R AF/I/R AF/I/R
<b>Knowledge, skills and abilities</b> An enthusiastic personality Good communication skills A hardworking and committed attitude Knowledge of the concept of confidentiality Ability to work as part of a team Ability to supervise and assist pupils Time management skills Organisational skills Knowledge of classroom roles and responsibilities Knowledge of the concept of confidentiality Administrative skills Good numeracy and literacy skills Ability to make effective use of ICT Flexible attitude to work	E E E E E E E E E E D E E E	AF, I AF, I AF, I AF, I AF, I AF, I AF, I AF, I AF, I AF, I AF, I AF, I AF, I
<b>Other</b> (including special requirements)  1. Commitment to safeguarding and protecting the welfare of children and young people 2. Commitment to equality and diversity 3. Commitment to health and safety	  E E E	  I I I
<b>Prepared by:</b> Mrs Jillian Holmes	<b>Date:</b> 24.10.2024	
<b>Note: We will always consider your references before confirming a job offer in writing.</b>		