|  |
| --- |
| St Mary Magdalen Catholic Primary School **Teaching assistant (TA2) Personal Specification** |

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| Qualifications and experience | * Previous experience working with children. * Education to secondary school level at least. * Knowledge and understanding of child development and children’s and families’ needs. * Have a good working knowledge of school policies especially safeguarding | * Previous experience working in a school setting. * Relevant qualification with regard to working with children, such as NVQ 3. * Experience of working with child(-ren) with additional needs |
| Organisation | * Ability to plan and organise. * Ability to recognise and identify problems. * Ability to record and pass on information accurately. | * Ability to cope with many roles/ responsibilities. * Understanding of the importance of parental involvement. |
| Special skills and interests | * Ability to encourage and enable others to develop their full potential. * Ability to contribute to the wider life of the school | * Knowledge of additional needs support |
| Disposition and attitudes | * A calm and caring nature. * The ability to work as both part of a team and independently. * A friendly, helpful, caring and flexible approach. * Open-mindedness and patience. * A commitment to equal opportunities. * Ability to maintain confidentiality in all school matters. | * High levels of self-confidence. * Ability to relate well to other professionals. |
| Physical attributes and other circumstances | * Ability to physically fulfil the responsibilities of the post. * Willingness and ability to attend appropriate meetings and training. * Reasonable personal presentation. * Excellent punctuality. | * Flexible approach. |