

Person Specification Form

Post title: Teaching Assistant Level 3

Grade: 6

Establishment or team: St Mary's Catholic High School

Requirements (based on the job description)	Essential (E) or desirable (D)	To be identified by: application form (AF), interview (I), test (T), or other (give details)
Qualifications		
NVQ level 3 or above qualification (or equivalent) - in exceptional circumstances, where local circumstances dictate, qualifications may be viewed as desirable	E	AF/I
Level 2 or equivalent qualification in English/Literacy and Mathematics/Numeracy	E	AF/I
Experience		
Working with children in a classroom environment	E	AF/I
Administrative work	E	AF/I
Supporting pupils with challenging behaviour	D	AF/I
Experience of supporting pupils with challenging behaviour	D	AF/L
Individual Educational Plans and how to implement	E	AF/I
Knowledge, skills and abilities		
Ability to relate well to children	E	AF/I
Ability to work as part of a team	E	AF/I
Good communication skills	E	AF/I
Ability to relate well to parents/carers	E	AF/I
Ability to supervise and assist pupils	E	AF/I
Time management skills	D	AF/I
Organisational skills	E	AF/I
Knowledge of classroom roles and responsibilities	E	AF/I
Knowledge of the concept of confidentiality	D	AF/I
Administrative skills	E	AF/I
Knowledge of national curriculum	E	AF/I
Ability to make effective use of ICT	E	AF/I
Ability to assess children's development	E	AF/I
Flexible attitude to work	E	AF/I

Other (including special requirements)			
Commitment to safeguarding and protecting the welfare of children and young people		E	I
Commitment to equality and diversity		E	I
Commitment to health and safety		E	I
Willingness to work occasionally outside of contracted hours- e.g. Open Evenings, Parents' Evenings, prize Night, concerts etc.		E	I
Prepared by:	Vicki Boe	Date:	September 2025
Note: We will always consider your references before confirming a job offer in writing.			