

St. Teresa's Catholic Primary School

Person Specification

Post title: Teaching Assistant		
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 2 or above qualification –appropriate to the post (or equivalent)	E	AF
Experience Experience of working with or caring for children of	E	AF/I/R
relevant age Experience of working in a relevant classroom/service environment	E	AF/I/R
Experience of Administrative work Experience of supporting pupils with special educational	D	AF/I/R
needs	Е	AF/I/R
Knowledge, skills and abilities		
An enthusiastic personality	E	AF, I
Good communication skills	E	AF, I
A hardworking and committed attitude	E	AF, I
Knowledge of the concept of confidentiality Ability to work as part of a team	E E	AF, I AF,I
Ability to supervise and assist pupils	Ē	AF,I
Time management skills	E	AF,I
Organisational skills	E	AF,I
Knowledge of classroom roles and responsibilities Knowledge of the concept of confidentiality	E E	AF,I AF,I
Administrative skills	D	AF,I
Good numeracy and literacy skills	E	AF,I
Ability to make effective use of ICT	E	AF,Î
Flexible attitude to work	Е	AF,I
Other (including special requirements)		
Commitment to safeguarding and protecting the welfare of children and young people	E	I
2. Commitment to equality and diversity	Е	I
3. Commitment to health and safety	Е	I
Prepared by: Mrs Jillian Holmes	Date:	22.10.2025

Note: We will always consider your references before confirming a job offer in writing.