

All Saints Catholic School

PERSON SPECIFICATION – TEACHING ASSISTANT

ATTRIBUTES	Requirements Necessary for safe & effective performance of the job	Essential	Desirable
Education Qualifications & Knowledge	<ul style="list-style-type: none"> • Good level of numeracy & literacy • Recognised qualification in English & Mathematics • Higher level qualification, e.g.HND, degree, NVQ3 for Teaching Assistants or other higher level qualification, or experience • Working knowledge of secondary curriculum • Evidence of recent continued professional development 	Yes Yes Yes Yes	Yes
Experience	<ul style="list-style-type: none"> • Proven experience of working in a successful team • Experience of working with children of relevant age 	Yes Yes	
Aptitudes & Skills	<ul style="list-style-type: none"> • Good Communication skills • Good IT skills and able to use ICT effectively to support learning • Ability to be self-reflective and a willingness to seek learning opportunities • Ability to relate well to children and adults • Work constructively as part of a team, understanding classroom roles and responsibilities and your position within these • Ability to prioritise tasks and manage own workload to achieve deadlines, often managing conflicting priorities • Well organised, self motivated and hardworking 	Yes Yes Yes Yes Yes Yes Yes	
Personal Attributes	<ul style="list-style-type: none"> • Confident and at ease when meeting and communicating effectively with a diverse range of people • Clear commitment to the team approach; able to exchange ideas and provide support for colleagues • Ability to remain calm when under pressure and employ tact and diplomacy in difficult/sensitive situations • Commitment to personal development • Proven experience of sing initiative • An excellent attendance and punctuality record 	Yes Yes Yes Yes Yes Yes	
Safeguarding Children	<ul style="list-style-type: none"> • A commitment to safeguarding and promoting the welfare of children and young people • Enhanced DBS disclosure check 	Yes Yes	