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|  | **Teaching Assistant Level 2****St John’s Catholic Junior School**  | *Employee Specification Form**M23* |
| **Personal Attributes** (KEY: A=APPLICATION, L=LETTER, I=INTERVIEW, R=REFERENCE) |
|  | **Essential** | **Desirable** |
|  | **Attribute** | **Stage Identified** | **Attribute** | **Stage Identified** |
| **Qualifications** | * GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Maths
* NVQ Level 2 for Teaching Assistants or equivalent as per QCA document (or working towards it)
 | A, I, R  | * First aid training as appropriate
* Evidence of further related training or interests
* Willingness to participate in development and training opportunities
 | A |
| **Experience** | Experience working in a school environment as a teaching assistantExperience planning and delivering learning activities and making adaptations for pupils with additional needs, | A,L,I,R | * Experience of working with children having a range of additional needs
 | A, L,I, R |
| **Knowledge and Skills** | * Good literacy, numeracy and IT skills
* Basic understanding of child development and learning
* Excellent communication and organisational skills
* Ability to work effectively within a team environment, understanding classroom roles and responsibilities
* Ability to build effective working relationships with children and adults. Ability to work with children at all levels regardless of specific individual need and learning styles as appropriate
* Subject and curriculum knowledge relevant to the role and an ability to apply this effectively in supporting teachers and children
* Knowledge of guidance and requirements around safeguarding children
 | A, L, I, R | * Understanding of relevant policies/codes of practice and awareness of relevant legislation
* Ability to self-evaluate learning needs and actively seek learning opportunities
* Awareness of confidentiality and data protection
 | A, L,I |
| **Special Requirements** | * Willingness to follow the Catholic ethos of the school and take part in the full religious life of the school
* Enjoyment of working with children
* A commitment to getting the best outcomes for all children, and promoting the ethos and values of the school
* Commitment to maintaining confidentiality at all times
* Willingness to participate in relevant training and development opportunities
 | I, R |  |  |