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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 assistant  Experience 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 |  | |  |