



## PERSON SPECIFICATION

**DEPARTMENT/SCHOOL:** ST CLEMENTS CATHOLIC PRIMARY SCHOOL

**POST TITLE:** TEACHING ASSISTANT

**GRADE:** APT&C SCALE 3/4

**E = ESSENTIAL**

**D = DESIRABLE**

### **SKILLS**

- Ability to work effectively within a team environment, understanding classroom roles and responsibilities. **E**
- Ability to build and maintain effective working relationships with all pupils and colleagues. **E**
- Ability to promote a positive ethos and role model positive attributes. **E**
- Ability to work with children at all levels regardless of specific individual need and identify learning styles as appropriate. **E**
- Ability to adapt own approach in accordance with pupil needs. **E**
- Excellent personal numeracy and literacy skills. **E**

### **KNOWLEDGE & UNDERSTANDING**

- Advanced understanding of national curriculum and other learning programmes (within specified age range/subject area) e.g. knowledge of core subject areas etc. **E**
- Understanding of principles of child development, learning styles and independent learning. **E**
- Working knowledge of relevant policies/codes of practice/legislation. **D**
- Understanding of inclusion, especially within a school setting. **E**
- Experience of resources preparation to support learning programmes. **E**
- Effective use of ICT to support learning. **E**
- Understanding of other basic technology - video, photocopier. **D**

### **QUALIFICATIONS**

- Minimum 1 years experience of working with children in an educational setting within early years **E**
- NVQ III or equivalent in teaching assistance. **E**
- Requirement to complete appropriate Teacher Assistant Induction programme within agreed timescale. **E**
- Willingness to participate in relevant training and development opportunities. **E**
- Training in the literacy/numeracy strategy. **E**
- Training in special educational needs strategies. **D**
- To undertake appointed person certificate in first aid administration. **D**

## **PROFESSIONAL VALUES AND PRACTICE**

- High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements. **E**
- Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners. **E**
- Demonstrate and promote the positive value, attitudes and behaviour they expect from the pupils with whom they work. **E**
- Ability to work collaboratively with colleagues, and carry out role effectively, knowing when to seek help and advice. **E**
- Able to liaise sensitively and effectively with parents and carers, recognising their role in pupils' learning. **E**
- Able to improve their own practice through observations, evaluation and discussion with colleagues. **E**