



**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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> First aid training as appropriate Evidence of further related training or interests Willingness to participate in development and training opportunities 	A
Experience	<p>Experience working in a school environment or other educational setting</p> <p>Experience planning and delivering learning activities</p>	A,L,I,R	<ul style="list-style-type: none"> Experience of working with children having a range of additional needs 	A, L, I, R
Knowledge and Skills	<ul style="list-style-type: none"> 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 ability to apply this effectively in supporting teachers and children Knowledge of guidance and requirements around safeguarding children 	A, L, I, R	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none">• Willingness to follow 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		
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