



**POST OF ENHANCED TEACHING ASSISTANT – GRADE 5**  
**PERSON SPECIFICATION & CRITERIA FOR SELECTION**

<b>CATEGORY</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>EVIDENCE</b>
<b>APPLICATION</b>	<ul style="list-style-type: none"> <li>Supported well in reference</li> <li>Well-structured supporting statement</li> </ul>		<ul style="list-style-type: none"> <li>Application</li> </ul>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>A teaching assistant qualification at NVQ Level 3 or NVQ Level 3 in Child Care or Early Years or a relevant equivalent</li> <li>Good numeracy/literacy skills</li> </ul>	<ul style="list-style-type: none"> <li>SEND qualifications</li> <li>Paediatric First Aid Certificate</li> </ul>	<ul style="list-style-type: none"> <li>Application/Interview</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Experience of working in a primary school</li> <li>Experience of working with pupils with additional needs in a school setting</li> <li>Experience of planning and evaluating learning activities for SEND pupils.</li> <li>Experience of working independently with individual children and small groups</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working with pupils across all Key Stages.</li> <li>Experience of working with pupils with challenging behavioural needs</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> <li>References</li> </ul>

<p><b>KNOWLEDGE AND UNDERSTANDING</b></p>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of safeguarding and health and safety procedures</li> <li>• Willingness to undertake training and professional development</li> <li>• Knowledge of how to help adapt and deliver support to meet individual needs</li> <li>• Knowledge of a range of positive behaviour management strategies</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of SEND Code of Practice</li> <li>• Knowledge of effective learning strategies for SEND children</li> <li>• Ability to use ICT effectively to support teaching and learning</li> </ul>	<p>Application Interview References</p>
<p><b>SKILLS AND ABILITIES</b></p>	<ul style="list-style-type: none"> <li>• Good communication skills</li> <li>• Ability to build effective working relationships with pupils and adults</li> <li>• Ability to work as part of a team and to be flexible in their approach to daily routines</li> <li>• Skills and expertise in understanding the needs of all pupils</li> <li>• Understanding of inclusion and how it works in the school setting</li> <li>• Effective time management</li> <li>• Good organisational skills</li> <li>• Ability to use own initiative</li> <li>• Ability to develop and maintain effective working relationships with pupils, parents, colleagues and senior management</li> <li>• Good ICT skills, particularly using ICT to support learning</li> </ul>	<ul style="list-style-type: none"> <li>• First aid certificate</li> </ul>	<p>Interview References Application form</p>

<p>PERSONAL QUALITIES</p>	<ul style="list-style-type: none"><li>• High standards of professionalism and integrity</li><li>• A willingness to work collaboratively with a wide range of professionals</li><li>• Resilient, positive, forward looking and enthusiastic about making a difference</li><li>• Caring and calm</li><li>• Sensitivity and understanding, to help build good relationships with pupils</li><li>• Is supportive of the Catholic ethos of the school</li><li>• Willingness to commit to the wider life of the school</li><li>• Commitment to safeguarding pupils' wellbeing and equality</li></ul>	<ul style="list-style-type: none"><li>• Practising Catholic</li></ul>	
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