



BISHOP CHADWICK CATHOLIC EDUCATION TRUST
PERSON SPECIFICATION
St. Mary Magdalen's Catholic Primary School

POST TITLE: Teaching Assistant

GRADE: 3

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Educational Attainment	<ul style="list-style-type: none"> • Fully completed application form • Fully supported by references 		<ul style="list-style-type: none"> • Application form
Work Experience	<ul style="list-style-type: none"> • A teaching assistant qualification at NVQ Level 3 (or equivalent) • Understanding of child development • Good numeracy/literacy skills (grade C/4 GCSE or equivalent) • Evidence of recent professional development 	<ul style="list-style-type: none"> • A valid First Aid Certificate • Any further qualifications 	<ul style="list-style-type: none"> • Application form • References Certificates

Knowledge/ Skills/ Aptitudes	<ul style="list-style-type: none"> • Experience of working within a school environment and working in primary classrooms • Experience of working under teacher direction to enable pupils to make progress • Experience of evaluating learning activities through observation • Contributing to planning programmes of learning for individuals, groups and whole class • Experience of supporting pupils with SEND 	<ul style="list-style-type: none"> • Understanding of equal opportunities • Experience of working across all primary key stages • Experience of dealing with the public 	<ul style="list-style-type: none"> • Application form • References Interview
Disposition	<ul style="list-style-type: none"> • A clear vision and an understanding of the needs of the pupils. • Feedback on progress and development to the teacher. • Using specialist knowledge to support pupils. • Gather relevant information to contribute to SEN Support Plans. • Ability to relate well with children and adults • Ability to work independently with an individual child • Excellent behaviour management skills • Ability to use initiative when required • Ability to work as a member of a team • Good communication skills – written and verbal • Use ICT effectively to support teaching and learning • Accurate record keeping • Ability to prioritise and flexibility to adapt where necessary • Select and adapt appropriate resources/methods to facilitate agreed learning activities. • Ability to note children’s progress and suggest next steps to move learning forward 	<ul style="list-style-type: none"> • Experience of delivering proven interventions • Knowledge of effective learning strategies for SEND pupils 	<ul style="list-style-type: none"> • Application form • Reference Interview

Circumstances	<ul style="list-style-type: none"> • Is a practicing Catholic or who is willing to support the ethos and practices of our Catholic school • Sensitive to the needs of children and their parents/carers • Calm and positive approach • Ability to work as a member of a team • Ability to work under pressure • Be a good role model to pupils in speech, dress, behaviour and attitude • Ability to support our school ethos • Committed to professional development • Attend and participate in relevant meetings as required as well as participate in training and other learning activities and performance development as required • Can be flexible and adaptable. 	<ul style="list-style-type: none"> • Willingness to be involved in the wider life of school and 'go the extra mile' 	<ul style="list-style-type: none"> • Application form • Reference Interview
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