

St. Catherine of Siena Catholic Primary Catholic School

Person Specification: Teaching Assistant Level 3

Method of Assessment: A.F (Application Form); I (Interview); O (Observation of group teaching)

Full Time and Permanent Position	Essential	Desirable
Faith commitment	Be committed to the Catholic ethos of the school.	Practising Catholic
Qualifications	Qualification as a Teaching Assistant e. g NVQ Level 3 for Teaching Assistants or equivalent. Full Paediatric First Aid (PFA) qualification or a willingness to complete asap.	Evidence of continuous professional development and commitment to further professional development.
Experience	Successful experience of supporting children in an Early Years setting, including those with special educational needs.	Evidence of supporting children in a classroom environment, including those with special educational needs in more than one key stage.
Knowledge and understanding	The Teaching Assistant should have knowledge and understanding of: Pupil development in the Early Years. SEN Code of Practice Statutory National Curriculum requirements; the statutory requirements of legislation concerning Safeguarding, Equal Opportunities, Health & Safety, Child Protection, and security of yourself and others in the learning environment.	

Skills	<p>Evidence of being able to work in a team to develop effective relationships with the staff as a whole and as individuals.</p> <p>A high standard of Literacy, Numeracy and ICT skills.</p> <p>Evidence that he / she can cope with the management of their workload and professional practice.</p> <p>Evidence of good organisational skills and time management skills.</p> <p>Ability to provide classroom cover – with agreed parameters – in the absence of the classroom teacher.</p> <p>Ability to consistently and effectively implement agreed behaviour management strategies.</p> <p>Ability to use language and other communication skills that pupils can understand and relate to.</p>	<p>To be proactive in seeking professional development opportunities in order to develop your skills further.</p>
Personal characteristics	<p>Approachable, Committed, Empathetic, Enthusiastic Organised, Patient, Resourceful, Team player.</p> <p>Willingness to be involved in whole school life.</p>	
Other	<p>Willingness to maintain confidentiality on all school matters.</p>	

Essential characteristics will be assessed at the short-listing stage. Desirable will be taken into account at short-listing and also explored with short-listed candidates at their interview – if appropriate.

Please note: ***St. Catherine of Siena Catholic Primary School is committed to the Safeguarding and welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be responsible for promoting and safeguarding the welfare of children he/she is responsible for, or comes into contact with.***