

## PERSON SPECIFICATION

**POST TITLE:** Teaching Assistant Level 2

**GRADE:**

		<b>Essential</b>			<b>Desirable</b>	
<b>QUALIFICATIONS/ TRAINING</b>	<b>E1</b>	<ul style="list-style-type: none"> <li>Application completed to a good standard</li> </ul>	AF	<b>D1</b>	First Aid training or willingness to undertake appointed person certificate in First Aid	AF/C
	<b>E2</b>	<ul style="list-style-type: none"> <li>NVQ Level 2 or equivalent qualification in relevant discipline OR appropriate experience</li> </ul>	AF/C			
	<b>E3</b>	<ul style="list-style-type: none"> <li>Willingness to participate in relevant training and development opportunities</li> </ul>	AF/I/R	<b>D2 D3</b>	<ul style="list-style-type: none"> <li>Child Protection training</li> <li>Training in phonics/reading</li> <li>Training in Special Educational Needs strategies</li> </ul>	AF/I AF/C AF/C
<b>EXPERIENCE:</b>	<b>E4</b>	<ul style="list-style-type: none"> <li>Recent and relevant experience of working with and/or caring for children within a specified age range/subject area, preferably within an education setting</li> </ul>	AF/I	<b>D4</b>	<ul style="list-style-type: none"> <li>Experience of working in a school environment</li> </ul>	AF/I/R
<b>SKILLS/KNOWLED GE:</b>	<b>E5</b>	<ul style="list-style-type: none"> <li>Ability to relate well to children and adults</li> <li>Ability to work effectively within a team environment, understanding classroom roles and responsibilities</li> </ul>	AF/I/R	<b>D5</b>	<ul style="list-style-type: none"> <li>Relevant knowledge of First Aid</li> <li>Knowledge of Child Protection</li> <li>Understanding of basic technology – computer, video, photocopier etc</li> </ul>	AF/C/R
	<b>E6</b>		AF/I/R			<b>D6</b>
	<b>E7</b>	<ul style="list-style-type: none"> <li>Ability to build effective working relationships with all pupils and colleagues</li> </ul>	AF/I/R	<b>D7</b>		AF/C/I/
	<b>E8</b>		<ul style="list-style-type: none"> <li>Ability to promote a positive ethos and role model positive attributes</li> </ul>			
	<b>E9</b>	<ul style="list-style-type: none"> <li>Ability to work with children at all levels regardless of specific individual needs</li> </ul>				
	<b>E10</b>		AF/I/R			

	<b>E11</b> <b>E12</b> <b>E13</b> <b>E14</b> <b>E15</b> <b>E16</b> <b>E17</b> <b>E18</b>	<ul style="list-style-type: none"> <li>• General understanding of national curriculum and other learning programmes/strategies/interventions</li> <li>• Experience of resources preparation to support learning programmes</li> <li>• Effective use of ICT to support learning</li> <li>• Good communication skills</li> <li>• Good numeracy and literacy skills</li> <li>• Be able to maintain confidentiality</li> <li>• Good listening skills</li> <li>• The ability to manage behaviour of children in a positive and supportive manner</li> <li>• General awareness of inclusion, especially within a school setting</li> </ul>	AF/I/R  AF/I/R AF/I AF/C/R AF/R I/R AF/I/R  AF/I/R			
<b>PERSONAL AND PROFESSIONAL ATTRIBUTES:</b>	<b>E19</b> <b>E20</b> <b>E21</b> <b>E22</b> <b>E23</b> <b>E24</b> <b>E25</b> <b>E26</b> <b>E27</b>	<ul style="list-style-type: none"> <li>• Friendly, approachable and professional manner</li> <li>• Calm approach</li> <li>• Willingness to support the ethos, vision and aims of the school</li> <li>• A commitment to working as part of the whole school team</li> <li>• High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements</li> <li>• Ability to build and maintain successful relationships with pupils; treat them consistently, with respect and consideration, and demonstrate concern for their development as learners</li> <li>• Demonstrate and promote the positive values, attitudes and behaviour they expect from the pupils with whom they work</li> <li>• Ability to liaise sensitively and effectively with parents and carers, recognising role in pupils' learning</li> </ul>	I/R I/R AF/I  AF/I/  AF/I/R  AF/I/R  I/R  R  R			

		<ul style="list-style-type: none"> <li>• Able to improve their own practice through observations, evaluation and discussion with colleagues.</li> </ul>				
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**Key Stage Identified**

AF	Application Form	P	Presentation
C	Certificates	I	Interview
D	Disclosure	R	References

Issues arising from references will be taken up at interview. All appointments are subject to satisfactory pre-employment checks including references and DBS.

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