



Larmenier & Sacred Heart Catholic Primary School

Person Specification: **Early Years Based Teaching Assistant (Scale 3)**

Criteria	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> • Level 2 or 3 certificate in Supporting Teaching and Learning in Schools, Level 3 Diploma in Childcare and Education, or other relevant qualification in nursery work or childcare (or willingness to work towards a qualification if not already held) • GCSEs at grades 9 to 14 (A* to C) including English and maths 	Paediatric First-aid qualification, or willingness to complete it
Experience	<ul style="list-style-type: none"> • Experience working children in the Early Years Foundation Stage • Experience planning and delivering learning activities 	
Skills and knowledge	<ul style="list-style-type: none"> • Good literacy and numeracy skills • Good organisational skills • Ability to build effective working relationships with pupils and adults • Skills and expertise in understanding the needs of all pupils • Knowledge of how to help adapt and deliver support to meet individual needs • Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils • Excellent verbal communication skills • Active listening skills • The ability to remain calm in stressful situations • Knowledge of guidance and requirements around safeguarding children • Good ICT skills, particularly using ICT to support learning • Understanding of roles and responsibilities within the classroom and whole school context 	
Personal qualities	<ul style="list-style-type: none"> • Enjoyment of working with children • Sensitivity and understanding, to help build good relationships with pupils • A commitment to getting the best outcomes for all pupils, and promoting the strong Catholic ethos and values of the school • Commitment to maintaining confidentiality at all times • Commitment to safeguarding pupils' wellbeing and equality • Resilient, positive, forward looking and enthusiastic about making a difference • Capacity to inspire, motivate and challenge children and young people 	



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Person Specification: **KS2 Lunchtime Meals Supervisor (Scale 2)**

Criteria	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> • Good general standard of education, e.g. spoken and written English 	<ul style="list-style-type: none"> • First aid qualification (or willingness to complete it)
Experience	<ul style="list-style-type: none"> • Working with children or young people • Working and collaborating within a team 	
Skills and Knowledge	<ul style="list-style-type: none"> • Ability to respond quickly and effectively to issues that arise • Ability to use own initiative and take action accordingly • Effective verbal communication with adults and children • Ability to communicate effectively in writing • Ability to follow instructions from senior team members • Ability to have a positive and firm but fair approach to handling behaviour issues in line with the school's policies • Ability to build effective working relationships with colleagues 	
Personal qualities	<ul style="list-style-type: none"> • Commitment to supporting and understanding pupil needs • Uphold and promote the strong Catholic ethos and values of the school • Maintain confidentiality at all times • Commitment to safeguarding, equality, diversity and inclusion 	