



St Mary's Catholic Primary School, Wingate Maternity Cover Teaching Assistant Personal Specification



Criteria	Essential	Desirable	How identified
Application	<ul style="list-style-type: none"> • Fully supported by two references • A fully completed application form, which details previous experience and provides further information about relevant experience and skills. 		<ul style="list-style-type: none"> • Application form
Education and training	<ul style="list-style-type: none"> • Willingness to participate in training essential to the post • A recognised qualification for being a teaching assistant 	<ul style="list-style-type: none"> • Training in first aid • Evidence of further training/Development relevant to the post • Training in Child Protection • Training in Sounds Write 	<ul style="list-style-type: none"> • Application form
Experience	<ul style="list-style-type: none"> • Experience of working as a teaching assistant in a Primary School. • Experience of working with children with complex needs. • Experience of working with or caring for children of relevant age 	<ul style="list-style-type: none"> • Experience dealing with parents or members of the public • Experience of using ICT in a work environment • Experience of working with children with Speech and Language needs • Experience of developing effective intervention programmes • Experience of working in EYFS • Experience of teaching Sounds Write or phonics 	<ul style="list-style-type: none"> • Application form • Interview • References

<p>SKILLS, KNOWLEDGE and APTITUDE</p>	<ul style="list-style-type: none"> • Be able to maintain a professional attitude when working both 1:1 with a pupil and a range of professionals • An ability to build good working relationships with both pupils and adults • Good organisational skills • Good literacy and numeracy skills • Relate well to children, staff and parents. • Be responsible. • Be assertive. • Respond calmly and quickly to developing situations. • Respect school policies and guidelines. • Work well in a team setting. • Be flexible and use their initiative. • The ability to work unsupervised. • Effective use of ICT to support learning • Use of resources – computer, interactive whiteboard, photocopier etc • Recent knowledge of safeguarding legislation • Understanding of national curriculum and other basic learning programmes/strategies • Basic understanding of child development and learning • Ability to self-evaluate learning needs and actively seek learning opportunities • Ability to relate well to children and adults • Work constructively as part of a team, understanding roles and responsibilities and your own position within these • Good numeracy skills • Good command of written and spoken English • Training in relevant learning strategies to enable the support of children in the school setting. • Recent knowledge of safeguarding legislation 	<ul style="list-style-type: none"> • An understanding of the Early Years curriculum • An understanding of procedure and practice involved in working with a child with an EHCP. • Ability to manage groups of pupils and deal with challenging behaviour • Up to date safeguarding training 	<ul style="list-style-type: none"> • Application form • Interview • References
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PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Understanding of national curriculum and other basic learning programmes/strategies • Basic understanding of child development and learning • Ability to self-evaluate learning needs and actively seek learning opportunities • Ability to relate well to children and adults • Work constructively as part of a team, understanding roles and responsibilities and your own position within these • Good numeracy skills • Good command of written and spoken English • Training in relevant learning strategies to enable the support of children in the school setting. 		<ul style="list-style-type: none"> • Application form • Interview • References
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Patient and tolerant • Committed to the principals of equality and diversity • Flexible approach to work • Willing to undertake training as required • Able to build up good relationships with parent, pupils and colleagues 		<ul style="list-style-type: none"> • Interview • References