



Teaching Assistant Person Specification

Nature of Post: Teaching Assistant

Accountable to: Headteacher

Special Conditions: Term time working only (22.5 hours per week inc. lunchtime provision as directed)

Criteria	Essential	Desirable	How Identified
Qualifications			
GCSE Maths and English Grades A-C	X		Certificates
Childcare Qualification at Level 2 (or equivalent)		X	Certificate
Appropriate first aid training		X	Certificate
Experience			
Recent experience of working with children of primary age, 4-11 in an education setting.	X		Application and interview
Skills & Knowledge			
Use basic technology – computer, video, photocopier.	X		Application and interview
Ability to relate well to children and adults.	X		Application, interview and task
Ability to work well as part of a team.	X		Application and interview
Good understanding of child development and learning processes.	X		Interview and task
Behaviour Management: Ability to manage behaviour of individuals and small groups.	X		Application and task
Good written and verbal communication skills and to be able to communicate effectively and clearly with a range of staff, children, young people, their families and carers.	X		Application, interview and task
Personal Qualities			
Demonstrable interpersonal skills.	X		Application and interview
Ability to work successfully in a team.	X		Application and interview
Confidentiality	X		Application and interview

Other Requirements To be committed to the school's policies and ethos and keep yourself up to date with current best practice and perform your role within the legal, regulatory, ethical and social requirements set out in your area of work. You report any abuse, unfair discrimination or unprofessional practice, whether it affects colleagues, or yourself.	X		
To be committed to Continuing Professional Development and attend meetings/training outside of normal business hours. Motivation to work with children and young people.	X		
Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	X		

Holy Name is committed to safeguarding and promoting the welfare of all children, and expects our staff to share this commitment. The appointment will be subject to an enhanced DBS check.