**Personal Specification – Teaching Assistant - Level 1**

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| **Qualifications & experience:** |  |
| NVQ1 for Teaching Assistants or equivalent qualification | Essential |
| Maths & English Minimum Grade C GCSE/CSE | Essential |
| One year minimum successful experience working in an education setting | Desirable |
| Very good numeracy/literacy skills | Essential |
| RWINC trained | Desirable |
| Experience working with children of relevant age | Essential |
| Supporting children with Special Educational needs | Essential |
| **Knowledge and understanding:** |  |
| Of relevant policies/codes of practice and awareness of relevant legislation, including procedures for Child Protection and Safeguarding Children | Essential |
| Good understanding of child development, learning and how to motivate children | Essential |
| An awareness of pupils with SEND | Essential |
| **Skills:** |  |
| Work successfully with groups/individuals | Essential |
| Re-inforce teaching points during teacher input | Essential |
| Identify and address misconceptions | Essential |
| Teach new concepts as agreed with class teacher | Essential |
| Model acceptable behaviour/behaviour management | Essential |
| Provide strategies for eg spelling, reading, maths skills | Essential |
| Good communication skills to extend language in discussion | Essential |
| **Other:** |  |
| Can support the Catholic Ethos of the school | Essential |
| Ability to self-evaluate learning needs and actively seek learning opportunities | Essential |
| Ability to relate well to children and adults | Essential |
| Work constructively as part of a team, understanding school roles and responsibilities and your own position within these | Essential |
| Effective use of ICT | Desirable |
| Use of other equipment technology – e.g photocopier | Desirable |
| Has a caring positive attitude towards pupils welfare | Essential |
| Can maintain trust and confidentiality where appropriate | Essential |
| Has a caring, positive attitude towards pupil welfare | Essential |
| Can assist the school in forming a partnership with parents | Essential |
| Has sufficient practical and organisational skills to contribute to the preparation and management of educational resources | Essential |
| Can complete and maintain records | Essential |
| Can maintain personal presentation that sets high standards for the pupils | Essential |
| Can allocate some contractual time to after school staff meetings where appropriate | Essential |
| Can allocate some contractual time to whole of, or part of, staff training days where appropriate | Essential |