St Mary & St Thomas
Church of England Primary School
Executive Principal: Mrs. Kirsty Tennyson B.Ed (Hons)
Headteacher: Mrs. Natalie Parry BA (Hons)

TEACHING ASSISTANT (LEVEL 2) & MIDDAY SUPERVISOR PERSON SPECIFICATION

(Essential and Desirable)

EDUCATION & TRAINING/ QUALIFICATIONS	
Level 2 Teaching Assistant qualification or an equivalent childcare/education qualification. (A qualification is not required for this post; training will be provided.)	D
Willingness to engage with ongoing CPD, including Trust-led training (Northwest Learning Partnership / Lunar curriculum).	E
Willingness to obtain/maintain a basic First Aid certificate.	E
EXPERIENCE	
Experience working with primary-aged children in an educational or supportive role.	E
Experience of supervising children at playtimes/lunchtimes (dining hall, playground, wet play).	D
Experience of supporting pupils with a range of Special Educational Needs (SEN).	D
Experience of delivering targeted academic or pastoral interventions.	D
Experience of recording incidents, maintaining pupil records and working with parents/professionals.	E
Experience of safeguarding practice in a school setting.	E
KNOWLEDGE	
Understanding of statutory safeguarding requirements and Keeping Children Safe in Education.	E
Awareness of the developmental needs of children (social, emotional and academic) and inclusion practice.	E
Familiarity with behaviour management strategies that support positive behaviour across lessons and at lunchtimes.	E
Knowledge of basic first aid procedures and health & safety in school contexts.	E
Awareness of food allergies, dietary needs and safe routines in the dining hall and on the playground.	D
Knowledge of the National Curriculum and how classroom support contributes to learning.	D
SKILLS	
Effective communication skills with children, parents and colleagues (written and verbal).	E
Good standard of literacy and numeracy to support pupils' learning.	E
Ability to work collaboratively in a team and take direction from teachers and senior leaders.	E
Ability to work independently, use initiative and manage time effectively.	E
Strong organisational skills and attention to record-keeping, confidentiality and data protection.	E
De-escalation and behaviour-management skills for challenging situations.	E
Competence in using ICT for learning, reporting and communication (email, basic admin).	E

Believe, Achieve, Shine

Barton Close, St Helens, Merseyside, WA10 2HS
T: 01744 734320 / Northwest Learning Partnership 07446 446418
E: stmarythomas@three-saints.org.uk
W: www.sm-st.co.uk
Registered in England 9626002

Ability to initiate and supervise age-appropriate games and inclusive play activities.	E
Capacity to support basic classroom resources, prepare displays and assist with structured learning programmes.	D
PERSONAL QUALITIES	
Commitment to high expectations for all pupils and belief that every child can achieve.	E
Patient, nurturing, resilient and flexible with a calm presence in busy situations.	E
Trustworthy, discreet and respectful of confidentiality.	E
Positive role-model, able to promote self-esteem, independence and respect.	E
Reflective, open to feedback and receptive to professional development.	E
Friendly, approachable and able to build strong relationships with children and families.	E
FAITH COMMITMENT	
Support for the school's Christian vision and values and willingness to promote its ethos in day-to-day practice.	E
Support the distinctly Anglican character of the school where required.	D
OTHER REQUIREMENTS	
Enhanced DBS clearance, satisfactory references and ability to meet pre-employment checks.	E
Commitment to attend team meetings, briefings and training, including safeguarding updates.	E
Flexibility to undertake duties across the school day (classroom support, lunchtimes, trips) as required.	E

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