

Teaching Assistant – Level 3

QUALIFICATIONS/ABILITIES /SKILLS	ESSENTIAL	DESIRABLE
Educated to minimum GCSE Maths and English A*-C / 9-5 or equivalent qualification.	•	
Level 2 Certificate in Support Teaching and Learning in Schools.		•
At least 2 years' experience of working within a secondary school as a Teaching Assistant Level 3.		•
Good computer skills, including Microsoft Word, Excel, Office 365, Email in particularly using ICT to support learning.	•	
Good literacy and numeracy skills.	•	
Skills and expertise in understanding the needs of all students.	•	
Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and students.	•	
Good organisational skills.	•	
Active listening skills.	•	
Ability to build effective working relationships with students and adults.	•	
Excellent written and oral communication skills.	•	
Good knowledge and understanding of school, its organisation, activities and policies.		•
Understanding of role and responsibilities within the classroom and whole school context.	•	
Ability to work on own initiative as well as part of a team.	•	
Ability to maintain confidentiality at all times	•	
Ability to plan, priorities and organise own work schedule and meet deadlines.	•	
Ability to stay calm under difficult situations	•	
Knowledge and understanding of GDPR	•	
Flexible approach to duties.	•	
Support the Catholic ethos of the school.	•	
Willing to undertake appropriate training to meet the needs of the role	•	
Commitment to safeguarding and welfare of students	•	

Our Lady of the Magnificat MAC is committed to the safeguarding and wellbeing of students.