

SACRED HEART CATHOLIC PRIMARY SCHOOL A VOLUNTARY ACADEMY

VALLEY DRIVE, ILKLEY
WEST YORKSHIRE LS29 8NL



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Acting Headteacher: Mrs A Rhodes

Jesus said, "I chose you, and appointed you to go and bear much fruit." (John 15:16)

PERSON SPECIFICATION

Job Title: Teaching Assistant

School: Sacred Heart Catholic Primary School, Ilkley

| Criteria | Essential | Desirable | How identified |
|--|-----------|-----------|------------------------------------|
| QUALIFICATIONS | X | | Certificates |
| GCSE Maths and English grades A-C (or equivalent) | | | |
| Childcare Qualifications at Level 2 (or equivalent) | | X | Certificates |
| Appropriate first aid training | | X | Certificates |
| EXPERIENCE | X | | Application & interview |
| Recent experience of working with children (childcare setting, education setting or equivalent). | | | |
| Experience of working with children who have special educational needs | | X | Application & interview |
| Skills & Knowledge | | | |
| Use basic technology – computer, video, photocopier. | X | | Application & interview |
| Ability to relate well to children and adults | X | | Application, task & interview |
| Ability to work well as part of a team | X | | Application & interview |
| Good understanding of child development and learning processes. | X | | Interview & task |
| Behaviour management: Ability to manage behaviour of individuals and small groups. | X | | Application form, interview & task |

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| Good written and verbal communication skills and be able to communicate effectively and clearly with a range of staff, children, young people, their families and carers. | X | | Application, interview & task |
| Personal qualities | | | |
| Demonstrable interpersonal skills. | X | | Application & Interview |
| Ability to work successfully in a team. | X | | Application & Interview |
| Confidentiality. | X | | Application & 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 | | Application & Interview |
| 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 | | Application & Interview |
| Ability to form and maintain appropriate relationships and personal boundaries with and young people | X | | Application & Interview |
| Knowledge and compliance with policies and procedures relevant to child protection and health and safety | X | | Application & Interview |