



Learn. Grow. Achieve. Flourish

**ST MARY'S CE PRIMARY SCHOOL  
PERSON SPECIFICATION: TEACHING ASSISTANT**

Key Criteria	Essential	Desirable
<b>Qualifications And Training</b>	<p>Strong academic record including maths and written English GCSE Grade C (or equivalent). (Please include this information on your application).</p> <p>Numerate.</p> <p>Training or experience in appropriate areas, e.g.</p> <ul style="list-style-type: none"> <li>• Teaching early reading</li> <li>• EYFS department</li> <li>• SEND department</li> <li>• Primary national curriculum</li> </ul>	<p>NVQ Level 3 teaching assistance or equivalent qualification or experience.</p> <p>Achieved or working towards Higher Level Teaching Assistant standard.</p> <p>First aid training.</p> <p>Fluency in another community language.</p>
<b>Competence Summary</b> (Knowledge, abilities, skills, experience)	<p>Experience of supporting children within the EYFS, Key Stage 1 or Key Stage 2 departments in a school/nursery setting.</p> <p>Able to plan and deal with conflicting priorities in organising own work schedule.</p> <p>Able to use school ICT systems to support learning and perform a range of administrative tasks.</p> <p>Able to use other equipment, e.g. video recorder, photocopier and relevant specialist equipment.</p> <p>Able to undertake a range of administrative procedures to support the teacher.</p> <p>Able to relate to and communicate well with children and adults, motivate pupils to learn, clarify and explain instructions to pupils and respond sensitively and flexibly to competing demands.</p> <p>Able to deliver educational work programmes, evaluate and implement strategies to enhance learning.</p>	<p>Teaching and supporting children with SEND.</p> <p>Good working knowledge of child development and learning processes, relevant policies/codes of practice, national curriculum, relevant learning programmes/strategies and awareness of relevant legislation.</p> <p>Able to prepare/display relevant resources/materials for teaching and learning activities.</p> <p>Able to assist with the organisation of the learning environment.</p>
<b>Work-related Personal Requirements</b>	<p>Knowledge of safeguarding and promoting the welfare of children.</p> <p>Supportive of the Christian ethos of the school.</p> <p>Able to work with pupils within the school's agreed behaviour management policy.</p> <p>Confidentiality and sensitivity.</p> <p>Enthusiastic and enjoy working with children. Hardworking, flexible and motivated.</p> <p>Team player and excellent interpersonal skills.</p> <p>Committed to equality of opportunity.</p> <p>Able to demonstrate relevant practical skills for resource preparation.</p> <p>Confident to take the initiative.</p>	<p>Able and competent to supervise whole classes.</p> <p>Ability and experience of communicating with parents within school or nursery context.</p> <p>Skills and interests that could help enrich children's learning e.g. Modern foreign language, cooking, gardening, playing a musical instrument, leading choir, leading a club etc.</p>
<b>Other Work Requirements</b>	<p>Able to identify own training needs and actively seek learning opportunities, share knowledge with others, support their development and participate in training and development activities.</p> <p>Ability to undertake lunchtime duties.</p>	<p>Comfortable with managing the personal care of children, including changing of soiled or wet clothing.</p> <p>Driving licence - able to drive a minibus.</p>