



**Person Specification: Teaching Assistant (TA2)**

The Person Specification is an important part of the application process and will be used to shortlist candidates. You will need to demonstrate in your supporting statement/application form how you meet the following criteria.

	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>	<p>The Teaching Assistant will have:</p> <ul style="list-style-type: none"> <li>• Experience of caring for children</li> <li>• Experience of working as part of a team</li> </ul>	<p>Experience of working with children aged 3-11 years</p> <p>Experience of working in a school or nursery setting</p>
<b>Qualifications</b>	<p>The Teaching Assistant will have:</p> <ul style="list-style-type: none"> <li>• Numeracy and Literacy skills at a level equivalent to NQF Level 2</li> </ul>	<p>Completion of the Teaching Assistant Induction Programme</p>
<b>Skills</b>	<p>The Teaching Assistant will be able to:</p> <ul style="list-style-type: none"> <li>• Work effectively as a member of a team</li> <li>• Relate well to children and adults</li> <li>• Manage challenging behaviours in a positive and proactive way</li> <li>• Complete tasks to the required timescales and quality standards</li> <li>• Adapt to changing workload demands and new school challenges</li> <li>• Use relevant technology, e.g. laptop, photocopier</li> <li>• Create and maintain effective partnerships with parents and the community to enhance pupils' learning</li> <li>• Commit to their own continued professional development</li> </ul>	
<b>Knowledge and understanding</b>	<p>The Teaching Assistant will have knowledge and understanding of:</p> <ul style="list-style-type: none"> <li>• The statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health &amp; Safety, SEND and inclusion</li> <li>• The role of the Teaching Assistant and other professionals working in the classroom</li> <li>• How to use IT effectively as an integral part of teaching and learning</li> <li>• Selecting and employing a wide range of resources with regard to safety issues</li> <li>• Basic child development and learning</li> </ul>	<p>Statutory Primary National Curriculum, Early Years Curriculum and/or other basic learning programmes/strategies</p> <p>A range of intervention programmes</p> <p>Positive handling strategies</p> <p>Paediatric first aid</p>

Sacred Heart Roman Catholic Primary School

'Where Every Heart is Sacred'

<b>Personal characteristics</b>	<p>The Teaching Assistant should possess:</p> <ul style="list-style-type: none"><li>• an awareness of the ethos of a Roman Catholic School and the contribution this makes to the mission of the Church</li></ul> <p>They should also be:</p> <ul style="list-style-type: none"><li>• solution-focused with a can-do attitude</li><li>• knowledgeable and highly competent</li><li>• approachable and empathetic</li><li>• responsible and enthusiastic</li><li>• organised and resourceful</li><li>• resilient and reflective</li><li>• tactful and diplomatic</li><li>• committed</li><li>• positive</li><li>• flexible</li></ul>	
<b>Special requirements</b>	<p>The Teaching Assistant should:</p> <ul style="list-style-type: none"><li>• Be committed to inclusion</li><li>• Be committed to school improvement</li><li>• Have an excellent attendance record</li><li>• Be aspirational for all Sacred Heart children</li><li>• Have or be willing to undergo a full DBS check and all statutory pre-employment checks</li><li>• Be willing to undergo a pre-employment health check</li><li>• Be willing to undertake minor first aid training as appropriate</li></ul>	

**Our school is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. The successful candidates will be subject to an enhanced Disclosure and Barring Service check along with other relevant employment checks. The successful candidates will be required to sign the Catholic Education Service contract of employment in order to maintain and promote the Catholic character of the school.**