



HOLY TRINITY

PERSON SPECIFICATION

POST TITLE: Teaching Assistant for the Primary Phase

ATTRIBUTES		ESSENTIAL	DESIRABLE	HOW IDENTIFIED
RELEVANT EXPERIENCE	Experience of working with children	✓		A/R
	Experience of working with children of the relevant age (Early Years / Primary / Secondary)		✓	A/R
	Experience of working in a school environment		✓	A/R
	Experience of working with children with Special Educational Needs and Disabilities		✓	A/R
	Experience of administering first aid		✓	A/R
EDUCATION AND TRAINING	Level 2 qualifications in English and Maths	✓		A
	Level 2 Certificate in Supporting Teaching and Learning in Schools		✓	A
	Appropriate first aid training		✓	A
	Paediatric first aid training		✓	A
GENERAL AND SPECIAL KNOWLEDGE	Effective use of ICT to support learning and administration	✓		A/I/R
	Excellent literacy and numeracy skills	✓		A/I/R
	Excellent oral and written communication skills	✓		A/I/R
	General understanding of the curriculum relevant to the post ; specifically foundation stage curriculum / national curriculum / KS4 Curriculum	✓		A/I/R

SKILLS AND ATTRIBUTES	Basic understanding of child development and learning Sensitivity and understanding, to help build relationships and meet needs		✓	A/I/R
	Knowledge of how to help adapt and deliver support to meet individual needs	✓		A/I/R
	Understanding of roles and responsibilities within the classroom and whole school context	✓		A/I
	Good organisational skills	✓		A/I/R
	Ability to remain calm in stressful situations	✓		A/R
	Ability to maintain confidentiality	✓		A/R
	Ability to build effective working relationships with relate well to children and adults	✓		A/I/R
	Ability to work constructively as part of a team	✓		A/I/R
	Ability to self-evaluate learning needs and actively seek learning opportunities	✓		A/I/R
ADDITIONAL FACTORS	Commitment to work in line with the school ethos and mission	✓		A/I
	Willingness to work flexibly in accordance with policies and procedures, to meet the needs of the school	✓		A/I/R
	Willingness to undertake training and continuous professional development in connection with the post	✓		A/I/R
	Compliance with policies relating to Health and Safety, Equality and Diversity and data protection	✓		A/I/R
	Satisfactory enhanced DBS disclosure to work in an environment dealing with young people	✓		A/I/R
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		A/I/R
	A commitment to safeguarding and promoting welfare for all	✓		A/I/R

A: Application, I: Interview, R: Reference