

**PERSON SPECIFICATION:**

**Level 3 Teaching Assistant**

**Two Year Old Room**

**Appointment From: 1st September 2020**

**Accountable to: The Headteacher**

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|  | **Essential Attributes** |
| **Faith commitment** | A commitment to support the Catholic ethos of the school |
| **Qualifications and Training** | * GCSE in English and Maths Grade C or above * Fully supported references * Well-structured supporting letter * NNEB, NVQ Level 3 or equivalent |
| **Experience** | * Experience of working in the Early Years Foundation Stage * Previous experience of working successfully as part of a team |
| **Knowledge and understanding** | The post holder will have knowledge and understanding of :   * the purpose, structure and content of the Early Years Curriculum * assessment in the Early Years Foundation Stage * child development and the way children learn * clear understanding of the roles and responsibilities of the various adults involved in a child’s education * supporting children with special educational needs * how to support children with English as an additional language (EAL) * strategies to motivate children * the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health and Safety and Inclusion and both respect and value different experiences and backgrounds |
| **Skills** | * be confident in the use of ICT * demonstrate good communication skills in a variety of situations, both written and verbally, and numeracy skills * reinforce teaching points during teacher input * model acceptable behaviour * extend children’s thinking skills * work with teachers to suggest ways of developing learning * encourage good social skills * update assessments and Individual Education Plans * liaise with the SENCo and outside agencies * take an active involvement in medium term planning * develop appropriate relationships with parents, governors and the community |
| **Personal characteristics** | The successful candidate should demonstrate a strong commitment to:   * supporting the Catholic Life of the school * the protection and safeguarding of children   They should also:   * display an ability to relate well to children and adults within the school community * be a good communicator * have an exemplary record of attendance and punctuality * set a good example in terms of dress * have high expectations of pupils, adults and self * be able to motivate self and others * be committed to personal professional development, is reflective and learns from past experiences * be motivated * display initiative and be proactive * be willing to commit to the wider life of the school and contribute to extra-curricular activities * be enthusiastic, empathetic, organised, flexible, calm, patient, approachable and committed * respect confidentiality |
| **Special requirements** | The post holder will be required to :   * have or be willing to undergo an Enhanced Criminal Records Bureau disclosure check * undergo a pre-employment health check * support the aims, ethos and policies of St. Joseph’s School * sign a Catholic Education Service (CES) contract |

St. Joseph’s is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment.

Candidates who are shortlisted will be asked about any relevant issues arising from his or her references.