**Person Specification**

Post title: Teaching Assistant (Level 3)

Grade: Grade E SCP 8-11

Reports to: Headteacher

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| **Factors** | **Essential** | | **Desirable** | |
| **Qualifications & Training** | E1  E2  E3 | Level 3 Teaching Assistant qualification or equivalent  A minimum of 4 GCSE’s Grade C or above  Paediatric First Aid Qualification/Training or willingness to obtain |  |  |
| **Experience** | E4  E5 | Experience of working in a Primary school.  Experience of supporting children with Special Educational Needs. | D2 | Experience of working across different Key Stages |
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| **Skills** | E6  E7  E8  E9  E10  E11  E12 | An understanding of the needs of pupils.  .  A commitment to ensure that all pupils are supported to achieve the highest standards.  Ability to work within a team.  Ability to work with pupils on individual targets set by a member of staff.  Ability to communicate effectively- orally and in writing.  Good organisation and planning skills.  The ability to work and support children with SEND needs independently. |  |  |
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| **Personal Attributes** | E13  E14  E15  E16  E17 | A good health and attendance record.  Conscientious  Good timekeeping  Showing initiative  Hard working |  |  |
| **Special Requirements** | E18  E19 | A commitment to safeguard the welfare of children  Compliance with data protection principles |  |  |
| E20  E21  E22 | Compliance with Equal Opportunities Policies, the Trust/school Code of Conduct, and all other Trust/school policies  Compliance with health and safety policies, rules and regulations  To uphold the Catholic ethos of our school. |  |  |
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**April 2024**