St John Boste
Catholic Primary School

Bishop Wilkinson
Catholic Education Trust

Person Specification

Post Title: Level 3 Teaching Assistant
Salary: Grade E, SCP 8 - 11

Qualifications & Training	
Essential	
E1	Level 3 Teaching Assistant Qualification, or equivalent.
E2	GCSEs at Grade C/4 or above, in English and Maths.
E3	Paediatric First Aid Qualification, or a willingness to obtain.
E4	Positive Handling and Physical Intervention Training, or a willingness to obtain.
E5	Evidence of relevant professional development.
Desirable	
D1	Training in supporting pupils with SEND (e.g., ASD, speech and language, SEMH).
Experience	
Essential	
E6	Relevant experience of working as a Teaching Assistant in an educational setting.
E7	Experience of supporting pupils with Special Educational Needs.
E8	Working knowledge of relevant policies, procedures and legislation.
Desirable	
D2	Experience of working across different Key Stages.
Skills & Abilities	
Essential	
E9	Ability to work effectively as part of a team.
E10	Ability to support pupils to work towards individual targets set by teaching staff.
E11	Effective communication skills - both oral and written.
E12	Good organisational and planning skills.
E13	Ability to work independently when supporting pupils with SEND.
E14	Confident in the use of ICT to support learning.
Knowledge & Understanding	
Essential	
E15	Understanding of the needs of pupils, including those with SEND.
Desirable	
D3	An understanding of child development and learning.
Personal Attributes	
Essential	
E16	Conscientious, reliable, and committed to high standards.
E17	Commitment to supporting all pupils to achieve the highest possible standards.
E18	Ability to show initiative and can respond flexibly to changing needs.

E19	Demonstrates patience, empathy, and a pupil-centred outlook.
E20	Professional, respectful, and able to maintain confidentiality.
Safeguarding & Compliance	
Essential	
E21	Commitment to safeguarding and promoting the welfare of children and young people.
E22	Understanding of and ability to comply with data protection and confidentiality principles.
E23	Ability to comply with Equal Opportunities Policies, the Trust/school Code of Conduct, and all other Trust/school policies.
E24	Ability to comply with health and safety policies, rules and regulations.
E25	Ability to support and uphold the Catholic ethos of the school and respect its distinctive mission.

October 2026