

## PERSONAL SPECIFICATION

**POST TITLE:**

**Teaching Assistant, Term Time plus 5 days**  
St Leonard's Catholic Primary School, Silksworth  
**(Part of Bishop Chadwick Catholic Education)**

**RESPONSIBLE TO:**

Mrs Dionne Dunn, Headteacher

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Educational Attainment</b>	<ul style="list-style-type: none"> <li>NVQ 3 in education/ childcare or equivalent (e.g. NNEB) or experience in relevant discipline</li> <li>First aid qualification or willingness to train</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of further training/Development</li> <li>First Aid qualification</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Certificates</li> <li>Interview</li> </ul>
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>Experience in a school environment relevant to the post</li> <li>Experience of working as a teaching assistant</li> <li>Experience of working with or caring for children of relevant age</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working with children with Special Needs</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> <li>References</li> </ul>
<b>Knowledge/ Skills/ Aptitudes</b>	<ul style="list-style-type: none"> <li>Effective use of ICT to support learning</li> <li>Basic understanding of child development and learning</li> <li>Ability to relate well to children and adults</li> <li>Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these</li> <li>Good numeracy/literacy skills</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of relevant policies/codes of practice and awareness of relevant legislation</li> <li>General understanding of national/foundation stage curriculum and other basic learning programmes/strategy</li> <li>General knowledge of SEND procedures.</li> </ul>	<ul style="list-style-type: none"> <li>Interview</li> <li>References</li> </ul>
<b>Disposition</b>	<ul style="list-style-type: none"> <li>Ability to relate well to children and adults</li> <li>Committed to the principals of equality and diversity</li> <li>Flexible approach to work</li> </ul>		<ul style="list-style-type: none"> <li>Interview</li> <li>References</li> </ul>
<b>Circumstances</b>	<ul style="list-style-type: none"> <li>Enhanced clearance from the Disclosure and Barring Service</li> </ul>		