

ST ANNE'S CATHOLIC SCHOOL

Personal Specification for Post of Teaching Assistant

Essential:

Experience & Skills:

- Experience of working with, or guiding the learning of, children—preferably in a school setting
- GCSE Grade 4, previously Grade C (or equivalent) in English and Maths
- Good literacy and numeracy skills
- Good organisational skills
- Ability to build effective working relationships with pupils and adults
- Skills and expertise in understanding the needs of all pupils
- Knowledge of how to help adapt and deliver support to meet individual needs
- Excellent verbal communication skills
- Ability to work as part of a team and to be flexible in their approach to daily routines
- Active listening skills
- The ability to remain calm in stressful situations
- Knowledge of guidance and requirements around safeguarding children
- Good ICT skills, particularly in using ICT to support learning
- Ability to maintain children's interest and motivation for learning

Desirable:

- Qualification to Level 2 NVQ (or equivalent) in a relevant discipline
- Creative ability to support learning and children's development in or beyond the classroom
- Experience of supporting pupils with additional or specific needs
- Proven track record of working with Sixth Form students

Personal Qualities:

The successful candidate have:

- A commitment to safeguarding pupil wellbeing and equality
- Sensitivity and understanding, to help build good relationships with pupils
- A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school
- A commitment to maintaining confidentiality at all times
- Resilience, a positive, forward-looking mindset and an enthusiasm about making a difference
- The capacity to inspire, motivate and challenge children and young people

Expectations of all staff:

All staff appointed to St Anne's are expected to:

- Contribute to ensuring the safety and welfare of pupils
- Be committed to supporting the School's ethos
- Actively implement and uphold the School's policies
- Maintain confidentiality and data security at all times