



St. Mary's
Menston
a Catholic Voluntary Academy

National Teaching School
designated by
 National College for
Teaching & Leadership



KEY:
A APPLICATION FORM
I INTERVIEW

PERSON SPECIFICATION: Level 3 Teaching Assistant

	ESSENTIAL	IDENTIFIED BY		DESIRABLE/HELPFUL	IDENTIFIED BY	
QUALIFICATIONS	<ul style="list-style-type: none"> GCSE Maths and English or equivalent NVQ Level 3 or above qualification relevant to the post or equivalent 	A	I	<ul style="list-style-type: none"> First Aid training/training as appropriate 	A	I
EXPERIENCE	<ul style="list-style-type: none"> Experience of working in an educational setting Recent experience of working in a school environment Appropriate level of experience of working with children with additional needs 	A	I	<ul style="list-style-type: none"> Previous work with individuals with additional needs. Experience of motivating SEND young people to engage with learning Working with students to improve literacy and numeracy skills. 	A	I



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QUALITIES	• Excellent communication skills	I	I	• Previous experience of working with pupils with emotional/ behavioural needs or communication difficulties	A	I
	• Ability to work constructively as part of a team	A	I			
		A	I	• Well-developed multi-tasking and time management skills	A	I
	• A calm and positive outlook	A	I			
	• Ability to use own initiative and work flexibly	A	I	• Willingness to lead extra-curricular activities	A	I
		A	I			
	• Good literacy and numeracy skills	A	I			
		A	I			
	• Effective and efficient organisational skills	A	I			
		A	I			
	• Ability to build professional relationships with students and staff	A	I			
		A	I			
	• Ability to maintain confidentiality in line with GDPR requirements	A	I			

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OTHER	<ul style="list-style-type: none"> • Commitment to quality and continuous improvement 	I				
	<ul style="list-style-type: none"> • Of smart and professional appearance 	I				
	<ul style="list-style-type: none"> • Supportive of the Catholic ethos 	I				
	<ul style="list-style-type: none"> • Knowledge and compliance with policies and procedures relevant to child protection and health and safety 					