



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 1 Teaching Assistant

	ESSENTIAL	IDENTIFIED BY		DESIRABLE/HELPFUL	IDENTIFIED BY	
QUALIFICATIONS	<ul style="list-style-type: none"> GCSE Maths and English or equivalent 	A	I	<ul style="list-style-type: none"> NVQ Level 1 or above qualification relevant to the post or equivalent 	A	I
EXPERIENCE	<ul style="list-style-type: none"> Experience of working with or caring for secondary school age children Experience of working in a school environment 	A		<ul style="list-style-type: none"> Previous work with individuals with additional needs. 	A	



St. Mary's
Menston
a Catholic Voluntary Academy

National Teaching School
designated by
 National College for
Teaching & Leadership



KEY:
A APPLICATION FORM
I INTERVIEW

QUALITIES	• Excellent communication skills	I	I	<ul style="list-style-type: none"> • Previous experience of working with pupils with emotional/ behavioural needs or communication difficulties • Well-developed multi-tasking and time management skills 	A	I
	• Ability to work as part of a team	A	I			
	• Ability to use own initiative	A	I		A	
	• Good literacy and numeracy skills	A	I			
	• Effective and efficient organisational skills	A	I			
	• Ability to build professional relationships with students and staff	A	I			
	• Ability to maintain confidentiality in line with GDPR requirements	A	I			
	• Good ICT skills	A	I			
	• Self-motivated and proactive	A	I			
OTHER	• Commitment to quality and continuous improvement	I				
	• Of smart and professional appearance	I				
	• Supportive of the Catholic ethos	I				