



ST. CHRISTOPHER'S THE HALL SCHOOL

PERSON SPECIFICATION

Post Title	Teaching Assistant
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All members of staff employed by St Christopher's The Hall School are expected to uphold the school's vision and ethos on a daily basis through their professional conduct, as well as working in accordance with its aims and policies.

Main Purpose of the Role

This is a role for a friendly, warm and creative Teaching Assistant to join our school. This candidate will be flexible, supportive and a reliable team player, working with students and staff.

The successful candidate will be working within one class and provide high quality support in class to pupils, and small group settings.

Essential / desirable qualities for this post			How to identify
1. Education and qualification	E	D	
5 GCSEs at Grade C or above, including English and Maths, or equivalent is essential NVQ Level 2 or equivalent	√		Application Form/Certificates
Good numeracy and literacy skills. GCSE Maths and English Grade C or above	√		Application Form/Certificates/ Interview
Knowledge of procedures for safeguarding	√		Application Form / Interview
Training in Safeguarding Children		√	Application Form / Certificates / Interview
Ability to offer an additional subject / skills		√	Application Form / Certificates/ Interview
Eligible to provide a suitably clear DBS	√		Employment checks / Interview

2. Communication Skills	E	D	
Able to communicate effectively to a variety of audiences	√		Interview / References
Establish and maintain positive working relationships with children, parents and staff	√		Interview / References

Excellent interpersonal, oral and written communication skills	√		Interview / References
Sociable and approachable	√		Interview / References
Ability to maintain standards under pressure	√		Interview / References
Sense of humour		√	Interview / References

3. Experience, knowledge, skills and ability	<u>E</u>	<u>D</u>	
Experience working in a school environment with a range of ages of children	√		Application Form
High expectations of behaviour, progress and attainment	√		Application Form / Interview / References

4. Personal qualities	E	D	
Trustworthy and reliable	√		Application Form / Interview / References
Ability to maintain confidentiality	√		Application Form / Interview / References
Positive approach to learning	√		Application Form / Interview / References
Strong commitment to a high standard of pupil care	√		Application Form / Interview / References
Have high expectations and aspirations	√		Application Form / Interview / References
Ability to work on own initiative or as part of a team	√		Application Form / Interview / References
Ability to be flexible, energetic and adaptable	√		Application Form / Interview / References
Proven track record of excellent punctuality and attendance	√		Application Form / Interview / References
Attention to detail and a focus on maintaining high quality of service and standard of work	√		Application Form / Interview / References
Desire for career progression in the relevant area		√	Application Form / Interview / References
Good organisational skills	√		Application Form / Interview / References
Ability to offer flexible hours if required		√	Application Form / Interview / References
Have a working knowledge of health & safety		√	Application Form / Interview / References