**Person Specification**

**Teaching Assistant – Level 2**

**St Joseph’s Catholic Voluntary Academy**

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| **Requirements** | **Essential** | **Desirable** | **Demonstrated By** |
| **1. Qualifications & Training** | Applicants must have GCSE (or O Level) at Grade B or above in Maths and Grade C or above in English | Behaviour management qualifications and/or training  Level 3 Ta qualification is highly desirable | Application Form |
| **2. Experience** | Previous experience of working with primary school aged pupils 4yrs – 11yrs |  | Application Form  Interview |
| **3. Skills** | ICT literate – must be able to use Microsoft Office |  | Application Form |
| **4. Knowledge** | An excellent understanding of how children learn.  Good English and Maths knowledge and understanding how to support children in all areas of learning  Understanding of factors likely to impact on students’ behaviour and well being | Safeguarding Policy and Procedure | Interview  Task |
| **5.Management** | Able to manage own workload  Able to prioritise  Able to show initiative |  | Interview  Task |
| **6. Aptitude and Personal qualities** | Excellent communication skills – empathy with children with the ability to relate well to staff and parents  Ability to work effectively as part of a team, committed to making a difference  Reliable, enthusiastic, highly motivated  Calm and professional manner  Helpful and resilient  High standards |  | Application  Interview  Task |