**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 trainingLevel 3 Ta qualification is highly desirable | Application Form |
| **2. Experience**  | Previous experience of working with primary school aged pupils 4yrs – 11yrs |  | Application FormInterview |
| **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 learningUnderstanding of factors likely to impact on students’ behaviour and well being |  Safeguarding Policy and Procedure | InterviewTask |
| **5.Management**  | Able to manage own workloadAble to prioritiseAble to show initiative |  | InterviewTask |
| **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 differenceReliable, enthusiastic, highly motivatedCalm and professional mannerHelpful and resilientHigh standards |  | ApplicationInterviewTask |