# PERSONAL SPECIFICATION

**POST TITLE: Teaching Assistant, Term Time plus 5 days**

St Leonard’s Catholic Primary School, Silksworth

***(Part of Bishop Chadwick Catholic Education)***

**RESPONSIBLE TO:** Mrs Dionne Dunn, Headteacher

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|  | **ESSENTIAL** | **DESIRABLE** | **METHOD**  **OF ASSESMENT** |
| **Educational Attainment** | * NVQ 3 in education/ childcare or equivalent (e.g. NNEB) or experience in relevant discipline * First aid qualification or willingness to train | * Evidence of further training/Development * First Aid qualification | * Application form * Certificates * Interview |
| **Work Experience** | * Experience in a school environment relevant to the post * Experience of working as a teaching assistant * Experience of working with or caring for children of relevant age | * Experience of working with children with Special Needs | * Application form * Interview * References |
| **Knowledge/**  **Skills/**  **Aptitudes** | * Effective use of ICT to support learning * Basic understanding of child development and learning * Ability to relate well to children and adults * Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these * Good numeracy/literacy skills | * Understanding of relevant polices/codes of practice and awareness of relevant legislation * General understanding of national/foundation stage curriculum and other basic learning programmes/strategy * General knowledge of SEND procedures. | * Interview * References |
| **Disposition** | * Ability to relate well to children and adults * Committed to the principals of equality and diversity * Flexible approach to work |  | * Interview * References |
| **Circumstances** | * Enhanced clearance from the Disclosure and Barring Service |  |  |