# PERSONAL SPECIFICATION

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

 St Leonard’s Catholic Primary School, Silksworth

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

**GRADE:**  Band D (SCP 5-6) £23,500 – £23,893 pa pro rata (actual salary £17,790.80-£18,088.32

**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
 | * Evidence of further training/Development
* First Aid qualification
 | * Application form
* Certificates
* Interview
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| **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
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| **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
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| **Disposition** | * Ability to relate well to children and adults
* Committed to the principals of equality and diversity
* Flexible approach to work
 |  | * Interview
* References
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| **Circumstances** | * Enhanced clearance from the Disclosure and Barring Service
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