



## Person Specification

Job Title: Teaching Assistant  
 Line Manager: Headteacher  
 Grade: Level 3

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	The Teaching Assistant should have: <ul style="list-style-type: none"> <li>• good basic education to GCSE level in literacy and numeracy, or the equivalent</li> <li>• NVQ level 3</li> </ul>	In addition, the Teaching Assistant might have: <ul style="list-style-type: none"> <li>• Qualification to degree level</li> </ul>
<b>Experience</b>	The Teaching Assistant should have: <ul style="list-style-type: none"> <li>• Experience of working with young children</li> </ul>	In addition, the Teaching Assistant might have experience of: <ul style="list-style-type: none"> <li>• being a paid worker in another primary school, play schemes, crèches, midday supervision, after-school clubs or similar.</li> </ul>
<b>Knowledge and Understanding</b>	The Teaching Assistant should have knowledge and understanding of: <ul style="list-style-type: none"> <li>• how to motivate children</li> <li>• Support with behaviour or emotional issues</li> </ul>	The Teaching Assistant should have knowledge and understanding of: <ul style="list-style-type: none"> <li>• the needs of young children;</li> <li>• child development and the ways in which children learn;</li> <li>• the roles played by various adults in a child's education;</li> <li>• behaviour management strategies;</li> <li>• equal opportunities</li> <li>• safeguarding</li> </ul>

# St. Anne's Catholic Primary School

<b>Skills</b>	<p>The Teaching Assistant will be able to:</p> <ul style="list-style-type: none"><li>• help professional staff to achieve their objectives;</li><li>• assist children on an individual basis, in small group and whole class work;</li><li>• explain tasks simply and clearly and foster independence;</li><li>• supervise children, and adhere to defined behaviour management policies;</li><li>• accept and respond to authority and supervision;</li><li>• work with guidance, but under limited supervision;</li><li>• liaise and communicate effectively with others;</li><li>• demonstrate good organisational skills;</li><li>• reflect on and develop professional practice;</li><li>• display work effectively, and make and maintain basic teaching resources.</li><li>• forge good relationships with parents</li></ul>	<p>In addition, the Teaching Assistant might also be able to:</p> <ul style="list-style-type: none"><li>• monitor, record and make basic assessments about individual progress</li><li>• suggest alternative ways of helping children if they are unable to understand;</li><li>• describe, in simple terms, the process of behaviour management with children;</li><li>• identify gaps in their own experience that they need help in filling;</li><li>• demonstrate the ability to learn and adapt from past experience.</li></ul>
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