

# Welwyn St Mary's C of E Primary School



## Teaching Assistant Person Specification

Attribute	Essential	Desirable	How identified
Qualifications	<ul style="list-style-type: none"> <li>GCSE English and mathematics Grade A*- C (Grade 4-9) or above (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>Paediatric First Aid certificate</li> </ul>	Application form
Experience	<ul style="list-style-type: none"> <li>Experience working with children in a paid or voluntary capacity</li> <li>Experience of adhering to school or work policies and procedures relating to health and safety, behaviour/conduct, attendance, equal opportunities, confidentiality and child protection.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a classroom with primary aged children either in a paid or voluntary capacity.</li> <li>Experience of supporting learners with SEN</li> </ul>	Application form
Personal qualities	<ul style="list-style-type: none"> <li>Good interpersonal skills with both children and other adults</li> <li>Good personal organisation and ability to prioritise</li> <li>Ability to deal with sensitive issues and maintain confidentiality at all times</li> <li>Ability to show initiative in a range of situations.</li> <li>Ability to work independently and as part of a team.</li> </ul>		Interview Observation
Communication skills	<ul style="list-style-type: none"> <li>Proficient in reading, writing and spelling</li> <li>Ability to speak clearly and confidently</li> <li>Ability to liaise professionally and positively with children, staff and external contacts</li> </ul>	<ul style="list-style-type: none"> <li>Good IT and computing skills</li> </ul>	Application form, interview & observation
Knowledge	<ul style="list-style-type: none"> <li>Willingness to develop knowledge through participation in training and development activities.</li> </ul>		Application form and interview
Equal Opportunities	<ul style="list-style-type: none"> <li>Commitment to equality of opportunity for all regardless of protected characteristics.</li> </ul>		Application form and interview
Church School	<ul style="list-style-type: none"> <li>Sympathy with the Christian ethos and values at the heart of school life.</li> </ul>		Application form and interview