St Cuthbert Mayne
Catholic Junior School
Clover Way, Gadebridge Road, Hemel Hempstead, HP1 3EA~ T: 01442 253 347 E: admin@cuthbertmayne.herts.sch.uk
Executive Headteacher: Mrs. Michelle Anderton

Teaching Assistant / Higher Level Teaching Assistant Person Specification

	Essential	Desirable
Right to work in the UK	*	
Knowledge / Qualifications and experience		
Level 2 qualification in English / Literacy	*	
Level 2 qualification in Maths / Numeracy	*	
Higher Level Teaching Assistant Qualification (or a willingness to complete)		*
Level 3 qualification in English / Literacy		*
Level 3 qualification in Maths / Numeracy		*
Evidence of a commitment to safeguarding and promoting the welfare of children and young people	*	
Evidence of excellent classroom practice	*	
Experience of teaching year groups within Foundation Stage or Key Stage 1	*	
Skills, abilities and personal attributes		
Ability to provide a high quality education adapted to suit the needs of the learner.	*	
Ability to manage behaviour effectively to ensure a good and safe learning environment	*	
Ability to contribute effectively to support team work	*	
Ability to communicate and work effectively with parents / carers and external agencies	*	
Enthusiasm for teaching, a positive approach towards inclusion and high expectations for all	*	
The willingness and ability to move between Foundation Stage and Key Stage 1	*	
Full knowledge and understanding of the Foundation Stage Curriculum Guidance and National Curriculum		*
Ability to communicate well, be an effective whole school team member	*	
ICT skills for both personal and classroom use		*
Highly organised, with the ability to work on own initiative	*	
Ability to ensure that policy and procedures are carried out correctly and effectively	*	
Ability to self-evaluate learning needs and actively seek learning activities	*	
Understanding of the need at all times for confidentiality and discretion	*	
Ability to engage in professional dialogue about the curriculum, school organisation, procedures and policies	*	

Safeguarding Statement

All Saints Catholic Academy Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff and volunteers to understand and share this commitment. The successful applicant will be subject to an enhanced DBS check, at least two satisfactory references must be provided, and any other safeguarding checks that are required at the time of appointment will be applied to the pre-employment process. All offers of employment are conditional and subject to safeguarding checks being met successfully. The Trust reserves the right to withdraw an offer of employment should it deem pre-employment checks as unsatisfactory.

Following the shortlisting stage, and prior to making a final decision, the Trust/School will collect and process information publicly available about you by conducting a brief online search using an internet search engine. We do this to ensure that the school acts in accordance with its obligations set out in the latest version of KCSiE.

By signing the application form I understand that I am giving my consent for the Trust/School to carry out an online search if I am shortlisted for this post. The search would be part of the Trust/School's due diligence in line with the latest KCSIE guidance and would be limited to identifying any incidents or issues that have happened and are publicly available online. I understand that the Trust/School might want to explore any such incidents or issues with me at interview