



# ST. JOAN OF ARC Catholic School

## PERSON SPECIFICATION TEACHING ASSISTANT

	ESSENTIAL	DESIRABLE
Qualifications	<p>Good standard of general education up to A level, or equivalent</p> <p>Literacy and numeracy skills</p>	<p>Additional qualifications in further or higher education</p> <p>SEN qualifications</p>
Previous Work	<p>Ability to work on a one to one basis and with small groups</p> <p>Ability to maintain discipline</p> <p>Ability to be adaptable and to work flexibly</p>	<p>Experience of working in an Education Support Department</p> <p>Experience of working in a school</p> <p>Experience of working with young people.</p>
Professional Skills & Experience	<p>Good communication and interpersonal skills – with students, colleagues and external agencies</p> <p>A competent IT user</p>	
People Management Skills	<p>An effective team player used to working collaboratively with colleagues</p>	
Other Personal Qualities	<p>Positive 'can do' attitude</p> <p>Passion for seeing children thrive and achieve</p> <p>Capacity to remain calm and to cope with the unexpected</p> <p>Willingness to take on a challenge and to deal with conflicting demands</p> <p>Ability to work in a busy environment</p> <p>Ability to organise one's time, to prioritise and to meet deadlines</p> <p>Responsible and reliable</p>	