

## PERSON SPECIFICATION FOR TEACHING ASSISTANT

**NOTE:** Candidates must address criteria assessed by application [A] in their letter.  
Candidates failing to meet any of the essential criteria will automatically be excluded.

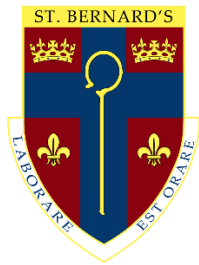
E = Essential	A = Application Form
D = Desirable	I = Interview
	R = Reference

### TEACHING ASSISTANT

#### [A] Qualifications, Experience and Professional Development

	E/D	A/I/ R
Experience of working with children of relevant age in a learning environment.	E	A/I
Full working knowledge of school policies relating to health and safety, behaviour, attendance, equal opportunities, child protection.	D	A/I
Working knowledge and experience of implementing national curriculum and other learning programmes/strategies.	D	A/I
A good understanding of child development and learning processes.	E	A/I
Working in a school setting.	E	A/I
Experience of liaising with external agencies.	D	A/I
Awareness of practices and procedures within education relating to the welfare, safety and education of children.	E	
Knowledge of services for children.	D	A/I
Good Levels of literacy and numeracy (minimum level 2)	E	A
<b>OTHER QUALIFICATIONS</b>	E	A/R
<input type="checkbox"/> NVQ Level 2 Teaching Assistant or equivalent qualification related to working with children and/or young people. With a minimum of 2 years working in post.		
<input type="checkbox"/> Working towards a relevant Level 3 or at Level 3.	D	A/I
Ability to self-evaluate learning needs and actively seek learning opportunities.	D	A/I
Ability to relate well to children and adults.	D	A/R





# St Bernard's Catholic High School

Headteacher: Mr P Croft  
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Able to work constructively as part of a team, understanding classroom roles and responsibilities and own position within these.	D	A/R
<b>Professional Development:</b>	D	A/R
<input type="checkbox"/> Recent Professional Development.		
<input type="checkbox"/> Experience as a Teaching Assistant.	D	A/I

## [B] Personal Skills and Attributes

The ability to ...

Use ICT to support learning.	D	A
Work constructively independently and as part of a team.	E	I/R
Relate well to children and adults.	E	I
Constantly improve own practice/knowledge through self-evaluation and learning from others.	E	I/R
Prioritise and manage own workload.	E	I
Evaluate, assess and formulate improvements to current working practices.	E	I

## [C] Application Form and Supporting Statement

The form must be fully completed and legible. The supporting statement should be clear, concise and related to the specific post, job description and person specification.

**If written references are not received for the successful candidate no appointment will be made until satisfactory references are received.**



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