



PERSON SPECIFICATION

JOB TITLE: Teaching / Learning Support Assistant

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Training	<p>Experience of working effectively and successfully in a learning / child care setting</p> <p>English & Maths and NVQ level 3</p>	<p>Hold GCSE in at least three other academic subjects.</p>
Competence Summary (Knowledge, abilities, skills, experience)	<p>Flexible, adaptable and positive attitude to working in a structured environment</p> <p>Excellent communication skills in spoken and written English.</p> <p>Good numeracy skill.</p> <p>Ability to work on own initiative, including recognition of the appropriate level at which to refer issues elsewhere for effective resolution.</p> <p>The ability to contribute effectively to the workload, planning, supervision and responsibilities of a team.</p>	<p>Excellent inter-personal skills evidenced by dealing with a diverse range of contacts about potentially complicated and/or sensitive issues.</p>
Specific knowledge, understanding and skills	<p>Skills of empathy, listening, communication and responding with appropriate language to build rapport with children and carers from a variety of ages, abilities and backgrounds.</p> <p>Understanding of how different children develop and learn and the experience to identify and apply appropriate processes to achieve progression</p>	<p>Experience of working in a setting subject to Health & Safety, Hygiene, Child Welfare & Protection regulations</p> <p>Understanding of the role of the class teacher, the parent or carer and external agencies in developing and maintaining an effective learning environment</p>

St Mary's Catholic Primary School. B17 ODN

		Current first aid certificate
Curriculum	Keep up to date with curriculum developments.	Ability to creatively enhance learning opportunities and classroom environments.
Professional Values and Personal Qualities	<p>A love of children and learning</p> <p>Remaining calm and reassuring when dealing with children.</p> <ul style="list-style-type: none"> · Responding appropriately to children with different needs. · Consistently applying the school behaviour routines and rules · Work collaboratively and communicate in a clear and effective manner with teachers, by providing regular feedback about children's progress or problems which will impact on the year group planning. · Being proactive and using initiative. 	