**Logo, company name

Description automatically generated**

**PERSON SPECIFICATION**

**TEACHING ASSISTANT**

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| **QUALIFICATIONS / ABILITIES / SKILLS** | **ESSENTIAL** | **DESIRABLE** |
| Educated to minimum GCSE Maths and English A\*-C / 9-5 or equivalent qualification | • |  |
| Good computer skills, particularly using ICT to support learning, including Microsoft Word, Excel, Office 365, Email | • |  |
| Good literacy and numeracy and active listening skills | • |  |
| Excellent written and oral communication skills | • |  |
| Good knowledge and understanding of school, its organisation, activities and policies |  | • |
| Experience of working in a school in a similar role | • |  |
| Experience working with children / young people with special educational needs (SEN) | • |  |
| Ability to work on own initiative as well as part of a team | • |  |
| Skills and expertise in understanding the needs of pupils | • |  |
| Knowledge of how to help adapt and deliver support to meet individual needs | • |  |
| Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils | • |  |
| Ability to build effective working relationships with pupils and adults | • |  |
| Experience planning and delivering learning activities | • |  |
| Ability to maintain confidentiality at all times | • |  |
| Good organisational skills | • |  |
| Ability to plan, priorities and organise own work schedule | • |  |
| Ability to meet deadlines | • |  |
| Ability to stay calm under difficult situations | • |  |
| Knowledge and understanding of GDPR | • |  |
| Flexible approach to duties | • |  |
| Support the Catholic ethos of the school | • |  |
| Willing to undertake appropriate training to meet the needs of the role | • |  |
| Capacity to inspire, motivate and challenge children and young people |  | • |
| Resilient, positive, forward looking and enthusiastic about making a difference |  | • |
| Commitment to safeguarding and welfare of pupils | • |  |

*Our Lady of the Magnificat MAC is committed to the safeguarding and wellbeing of students.*