****

**PERSON SPECIFICATION**

 **TEACHING ASSISTANT**

|  |  |  |
| --- | --- | --- |
| **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.*