

**PERSON SPECIFICATION**

**TEACHING ASSISTANT**

<b>QUALIFICATIONS / ABILITIES / SKILLS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
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.*