



Person Specification – Teaching Assistant

Bellerive FCJ Catholic College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to all the relevant pre-employment checks set out in Keeping Children Safe in Education.

	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	<ul style="list-style-type: none"> • Good basic education to GCSE standard or equivalent, including Grade C or equivalent in English and Maths 		<ul style="list-style-type: none"> • Application form
Experience	<ul style="list-style-type: none"> • Good communication skills. • Knowledge of working within a team, or independently, as required. • Experience of handling confidential information 	<ul style="list-style-type: none"> • Working within an education setting • Previous experience of a similar role • First aid training • Knowledge of SIMS Management information system 	<ul style="list-style-type: none"> • Letter of application • Application form • References • Interview

Skills	<ul style="list-style-type: none"> • Good communication skills (oral and written) • Ability to work effectively and efficiently under pressure • Approachable demeanour 	<ul style="list-style-type: none"> • Ability to prioritise tasks • Ability to communicate with pupils, and staff 	<ul style="list-style-type: none"> • References • Interview • Application form/letter
Personal competencies and qualities	<ul style="list-style-type: none"> • Adaptable • Commitment and enthusiasm • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Ability to prioritise time effectively • Ability to remain calm in pressured situations. • Flexibility towards changing demands and a willingness to learn • Ability to inspire and self-motivate • Capacity for hard work and high expectations of self • Supportive approach to others, and an ability to relate well to colleagues and students. • To be fully sympathetic with the aims of a Catholic school. 	<ul style="list-style-type: none"> • Self-motivated individual • Willingness to undergo training as appropriate. • Resourceful, positive and enthusiastic, with a good sense of humour 	<ul style="list-style-type: none"> • Application form/letter • Interview • References