



ST THOMAS' CATHOLIC PRIMARY SCHOOL

JOB SPECIFICATION – TEACHING ASSISTANT



Category	Job Requirements	Essential	Desirable
Qualifications and Experience	<p>Good standard of general education (i.e. NVQ level 1 or equivalent) together with good numeracy and literacy skills.</p> <p>Previous experience (1-2 years) of working with children.</p>	✓	✓
Skills and Understanding	<p>Good working knowledge of technology (computer, video, photocopier)</p> <p>Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.</p> <p>Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly.</p> <p>Good influencing skills to encourage pupils to interact with others and be socially responsible.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
Attitudes	<p>A practicing and committed Catholic, or committed to supporting and developing our Catholic ethos.</p> <p>Team player who works well with others</p> <p>Pro-active, takes initiative</p> <p>Highest expectations of self and others</p> <p>Self-reflective</p> <p>Hardworking, committed, dedicated</p> <p>Adaptable and flexible</p> <p>Committed to the school's policies on equal opportunities for all</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
Qualities	<p>Enthusiastic</p> <p>Energetic</p> <p>Sense of humour</p> <p>Highly organised</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	