



## ST. CHRISTOPHER'S THE HALL SCHOOL

### PERSON SPECIFICATION

|                   |                           |
|-------------------|---------------------------|
| <b>Post Title</b> | <b>Teaching Assistant</b> |
|-------------------|---------------------------|

All members of staff employed by St Christopher's The Hall School are expected to uphold the school's vision and ethos on a daily basis through their professional conduct, as well as working in accordance with its aims and policies.

#### **Main Purpose of the Role**

This is a role for a friendly, warm and creative Teaching Assistant to join our school. This candidate will be flexible, supportive and a reliable team player, working with students and staff.

The successful candidate will be working within one class and provide high quality support in class to pupils, and small group settings.

| Essential / desirable qualities for this post  |          |          | How to identify                             |
|--|----------|----------|---|
| <b>1. Education and qualification</b>  | <b>E</b> | <b>D</b> |   |
| 5 GCSEs at Grade C or above, including English and Maths, or equivalent is essential NVQ Level 2 or equivalent | ✓        |          | Application Form/Certificates               |
| Good numeracy and literacy skills. GCSE Maths and English Grade C or above                                     | ✓        |          | Application Form/Certificates/ Interview    |
| Knowledge of procedures for safeguarding   | ✓        |          | Application Form / Interview                |
| Training in Safeguarding Children  |          | ✓        | Application Form / Certificates / Interview |
| Ability to offer an additional subject / skills  |          | ✓        | Application Form / Certificates/ Interview  |
| Eligible to provide a suitably clear DBS   | ✓        |          | Employment checks / Interview               |
| <b>2. Communication Skills</b>   | <b>E</b> | <b>D</b> |   |
| Able to communicate effectively to a variety of audiences  | ✓        |          | Interview / References                      |

|  |   |   |                        |
|--|---|---|------------------------|
| Establish and maintain positive working relationships with children, parents and staff | ✓ |   | Interview / References |
| Excellent interpersonal, oral and written communication skills                         | ✓ |   | Interview / References |
| Sociable and approachable  | ✓ |   | Interview / References |
| Ability to maintain standards under pressure   | ✓ |   | Interview / References |
| Sense of humour  |   | ✓ | Interview / References |

|   |          |          |   |
|---|----------|----------|---|
| <b>3. Experience, knowledge, skills and ability</b>                         | <u>E</u> | <u>D</u> |   |
| Experience working in a school environment with a range of ages of children | ✓        |          | Application Form                          |
| High expectations of behaviour, progress and attainment                     | ✓        |          | Application Form / Interview / References |

|   |          |          |   |
|---|----------|----------|---|
| <b>4. Personal qualities</b>  | <u>E</u> | <u>D</u> |   |
| Trustworthy and reliable  | ✓        |          | Application Form / Interview / References |
| Ability to maintain confidentiality   | ✓        |          | Application Form / Interview / References |
| Positive approach to learning   | ✓        |          | Application Form / Interview / References |
| Strong commitment to a high standard of pupil care  | ✓        |          | Application Form / Interview / References |
| Have high expectations and aspirations  | ✓        |          | Application Form / Interview / References |
| Ability to work on own initiative or as part of a team                                      | ✓        |          | Application Form / Interview / References |
| Ability to be flexible, energetic and adaptable   | ✓        |          | Application Form / Interview / References |
| Proven track record of excellent punctuality and attendance                                 | ✓        |          | Application Form / Interview / References |
| Attention to detail and a focus on maintaining high quality of service and standard of work | ✓        |          | Application Form / Interview / References |
| Desire for career progression in the relevant area  |          | ✓        | Application Form / Interview / References |
| Good organisational skills  | ✓        |          | Application Form / Interview / References |
| Ability to offer flexible hours if required   |          | ✓        | Application Form / Interview / References |
| Have a working knowledge of health & safety   |          | ✓        | Application Form / Interview / References |