



Larmenier & Sacred Heart Catholic Primary School
Person Specification: **KS2 Teaching Assistant (Scale 3)**

Criteria	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none">GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths	First-aid training, or willingness to complete it
Experience	<ul style="list-style-type: none">Experience working in a school environment or other educational settingExperience working with children / young peopleExperience planning and delivering learning activities	
Skills and knowledge	<ul style="list-style-type: none">Good literacy and numeracy skillsGood organisational skillsAbility to build effective working relationships with pupils and adultsSkills and expertise in understanding the needs of all pupilsKnowledge of how to help adapt and deliver support to meet individual needsSubject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupilsExcellent verbal communication skillsActive listening skillsThe ability to remain calm in stressful situationsKnowledge of guidance and requirements around safeguarding childrenGood ICT skills, particularly using ICT to support learningUnderstanding of roles and responsibilities within the classroom and whole school context	

Personal qualities	<ul style="list-style-type: none"> • Enjoyment of working with children • Sensitivity and understanding, to help build good relationships with pupils • A commitment to getting the best outcomes for all pupils, and promoting the strong Catholic ethos and values of the school • Commitment to maintaining confidentiality at all times • Commitment to safeguarding pupils' wellbeing and equality • Resilient, positive, forward looking and enthusiastic about making a difference • Capacity to inspire, motivate and challenge children and young people 	
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Larmenier & Sacred Heart Catholic Primary School

Person Specification: KS2 Lunchtime Meals Supervisor (Scale 2)

Criteria	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> • First aid training (or willingness to complete it) • Good general standard of education, e.g. spoken and written English 	
Experience	<ul style="list-style-type: none"> • Working with children or young people • Working and collaborating within a team 	
Skills and Knowledge	<ul style="list-style-type: none"> • Ability to respond quickly and effectively to issues that arise • Ability to use own initiative and take action accordingly • Effective verbal communication with adults and children • Ability to communicate effectively in writing • Ability to follow instructions from senior team members • Ability to have a positive and firm but fair approach to handling behaviour issues in line with the school's policies • Ability to build effective working relationships with colleagues 	

Personal qualities	<ul style="list-style-type: none">• Commitment to supporting and understanding pupil needs• Uphold and promote the strong Catholic ethos and values of the school• Maintain confidentiality at all times• Commitment to safeguarding, equality, diversity and inclusion	
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