



# All Hallows Catholic High School

## Person Specification

### Teaching Assistant Level 3 / Cover Supervisor

APPLICATION FORM AND LETTER	ESSENTIAL	DESIRABLE	EVIDENCE A – Application I – Interview R- Reference
<b>Qualifications</b>			
<ul style="list-style-type: none"> <li>NVQ level 3 or above qualification</li> <li>NVQ level 2 or above qualification in English and Mathematics (or equivalent)</li> </ul>	✓	✓	A
<b>Professional Experience</b>			
<ul style="list-style-type: none"> <li>Experience of Administrative work</li> </ul>		✓	A/I/R
<ul style="list-style-type: none"> <li>Experience of working with or caring for children of relevant age</li> </ul>	✓		A/I
<ul style="list-style-type: none"> <li>Experience of working in a relevant classroom/service environment</li> </ul>		✓	A/I
<ul style="list-style-type: none"> <li>Experience of supporting pupils with challenging behaviour</li> </ul>		✓	A/I
<b>Skills, Qualities and Abilities</b>			
<ul style="list-style-type: none"> <li>High expectation of pupils' learning and attainment</li> </ul>	✓		A/I
<ul style="list-style-type: none"> <li>Ability to build and maintain excellent relationships</li> </ul>	✓		A/I
<ul style="list-style-type: none"> <li>Ability to remain enthusiastic when working under pressure</li> </ul>	✓		A/I
<ul style="list-style-type: none"> <li>Good numeracy and literacy skills</li> </ul>	✓		A/I
<ul style="list-style-type: none"> <li>Ability to make effective use of ICT</li> </ul>		✓	A/I
<ul style="list-style-type: none"> <li>Flexible attitude to work</li> </ul>	✓		A/I
<ul style="list-style-type: none"> <li>Knowledge of classroom roles and responsibilities</li> </ul>		✓	A/I
<ul style="list-style-type: none"> <li>Knowledge of the concept of confidentiality</li> </ul>	✓		A/I
<ul style="list-style-type: none"> <li>Ability to work as part of a team</li> </ul>	✓		A/I
<b>Letter of Application</b>			
<ul style="list-style-type: none"> <li>Letter should be clear, concise and presented in an organised way (not more than 2 sides of A4; not smaller than font size 11)</li> </ul>	✓		A
<b>Other</b>			
<ul style="list-style-type: none"> <li>An understanding of and an ability to contribute to the daily mission of the school</li> </ul>	✓		A/I
<ul style="list-style-type: none"> <li>The capacity to contribute to the wider life of the school</li> </ul>		✓	A/I
<ul style="list-style-type: none"> <li>Commitment to safeguarding and protecting the welfare of children and young people</li> </ul>	✓		A/I