



Loreto Preparatory School

Sincerity Freedom Justice Truth Joy Excellence Internationality

Head Teacher: Mrs A.C. Roberts B. Ed (Cantab)
Dunham Road, Altrincham, WA14 4GZ

Person Specification - Teaching Assistant

IMPORTANT - THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE APPLICATION FORM.**

If successful, we will be required to the DBS (Disclosure & Barring Service) which was formerly known as Criminal Records Bureau for an enhanced 'disclosure'.

	Essential	Desirable	Method of Assessment
Qualifications	HLTA qualification or willing to work towards Qualification level 2 Literacy & Maths	Degree level study QTS Training in a specific intervention e.g. FFT Wave 3 Evidence of recent training	Application Form
Faith Requirements	An ability to actively support and promote spirituality and the school's Catholic aims positively To know our school mission statement and values and understand how to put them into practice as part of their role Knowledge and understanding of the distinctive nature of a Catholic School	Practising Catholic or Christian	Application Form Letter of Application Interview
Experience	Evidence of supporting whole school initiatives Experience of working in KS1 & KS2 Experience of covering PPA Knowledge of the National Curriculum Experience of working with SEN children	Experience of working in Foundation Stage Experience of pastoral support for pupils Experience of using assessment systems	Application Form Letter of Application Interview
Skills and Aptitudes	Committed to providing the best for children Ability to be a team player The ability to develop positive relationships with all children		Interview Letter of Application
Interpersonal Skills	Excellent communication skills with pupils, parents and other staff.	Evidence of working with outside agencies linked to school	Letter of Application Interview
Other Requirements	Flexibility Reliability Sense of humour Application forms should be completed by hand or typed. Punctuation, Grammar & Spelling should be correct	Curriculum Vitae (to support your application with additional information)	Letter of Application Interview