



Employee Specification Form

Post Number	E229/82/02
Job Title	Teaching Assistant – Level 2
Department	Park Primary School
Prepared by and date	MM June 2025

Listed below are the **personal attributes** required to fulfil the duties listed in the Job Description (M03).

Essential Personal Attributes	Stage Identified	Desirable Personal Attributes	Stage Identified
Qualifications <ul style="list-style-type: none"> GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Maths NVQ2 for Teaching Assistants or equivalent as per QCA documentation 	App App	<ul style="list-style-type: none"> Participation in development and training opportunities Evidence of further related training or interests First aid training 	App App/Int App/Int
Experience <ul style="list-style-type: none"> Working with children in a classroom setting Experience of supporting the delivery of phonics, phonics interventions and a passion to drive improvements Experience of promoting early reading within a primary setting Experience of working with children having a range of special needs Experience of planning to meet the needs of children (with teachers) and adapting plans to support the needs of specific pupils 	App/Int App/Int App/Int App/Int App/Int	<ul style="list-style-type: none"> Experience of working with children having a range of special needs Experience of supervising groups and keeping pupils on task. 	App/Int App/Int
Knowledge and skills <ul style="list-style-type: none"> Full working knowledge of relevant policies/codes/practices and awareness of relevant legislation. Understanding of principles of child development and learning processes. A commitment to inclusion Understanding of trauma informed practice Good communication skills A clear passion of working with children Ability to work constructively as part of a team, understanding classroom roles and responsibilities and own position with these roles Awareness of child protection legislation Awareness of confidentiality and data protection Knowledge and understanding of inclusion within the classroom 	App/Int App/Int App/Int App/Int App/Int App/Int App/Int App/Int	<ul style="list-style-type: none"> Understanding and experience of the curriculum requirements in English and Mathematics Appropriate knowledge of first aid Positive Behaviour Management skills Understanding and knowledge of statutory assessments in Key Stage 1 and/or Early Years Foundation Stage Ability to self-evaluate learning needs and actively seek learning opportunities 	App/Int App/Int App/Int App/Int App/Int
Special Requirements <ul style="list-style-type: none"> Commitment to support the school vision, aims and ethos Commitment to developing positive relationships with pupils and their families 	App/Int App/Int	<ul style="list-style-type: none"> An interest in and willingness to support activities and workshops for parents 	