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| **Employee Specification Form** | Post Number | |  | |
| Job Title | | Level 2 Teaching Assistant | |
| Department | | Greenleas Primary School | |
| Prepared by and date | | Sharon Edwards Oct 2025 | |
| ***Important - Study “Explanatory Notes” printed overleaf before completing form*** | | | | |
| **Essential Personal Attributes** | Stage Identified | **Desirable Personal Attributes** | | Stage Identified |
| **Qualifications:**  NVQ Level 2 Teaching Assistant or equivalent  Good numeracy/literacy/ICT skills. |  | First aid training.  Participation in relevant development and training opportunities | | App/Int/Ref |
| **Experience:**  Recent experience of working with children in small groups and on a 1-1 in EYFS or KS1 following an Individual Education Plan to support children meet their targets and make progress.  Experience of working with children having a range of special educational needs, e.g. ADHD, Speech and language, SEMH, ASC etc..  Experience and understanding of adapting activities to engage and motivate reluctant learners to achieve desired outcomes.  Experience of using a range of positive behaviour strategies. | App/Int/Ref | Experience of working with a multi agency approach acting on advice offered. | |
| **Knowledge and skills:**  Basic knowledge of KS1curriculum, including early reading and phonics  Understanding of relevant policies/ codes of practice, including Safeguarding children.  Basic understanding of child development and learning.  Ability to relate well to children and persevere when challenges arise.  Ability to work constructively and discreetly as part of a team, understanding classroom roles and responsibilities and own position within these roles.  Excellent communication skills, including the ability to liaise sensitively with parents. | Knowledge of a range of engaging physical activities suitable for primary aged children  Ability to self evaluate learning needs and actively seek learning opportunities | |
| **Special Requirements:**  Commitment to support the school’s vision, values and ethos by demonstrating and promoting school culture visibly.  Ability to nuture a child’s individualism and celebrate diversity  Commitment to inclusion  Ability to support playground activities at a lunchtime and assist with extra curricular clubs as needed based on your own expertise/interests.  Ability to maximise learning time for children , through good organisation and commitment to individual needs. | Willingness to undertake further training and responsibility, inc First Aid, BSL (as we have a Deaf Resource Base) | |

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| These notes should be studied carefully before completing the form overleaf.  List the personal attributes required to fulfil the duties listed in the job description.  They must be:   1. set at a level appropriate to the work to be done and *not* higher than necessary 2. stated clearly and specifically 3. entirely job related   **Essential or Desirable**   1. Essential   Those requirements without which a candidate would be simply unable to do the job.  *Any candidate who does not meet the essential requirements must be rejected.*  Examples could be the possession of current driving licence or relevant qualification.   1. Desirable   Those requirements which are desirable, but not essential.  A candidate should not be rejected for failing to meet any single desirable requirement.  Examples for certain jobs could be local government experience or knowledge of new technology. | **Personal Attributes**   1. Qualifications   What qualifications, if any, should the postholder possess?  To what level   1. Experience   What experience, if any, is relevant?   1. Knowledge and Skills   Is there any knowledge (other than that covered by qualifications listed) or skills which are relevant? What should the postholder be able to do?  Do not list attributes which cannot be measured, eg “pleasant personality”, “flexible outlook”. Identify only what the postholder needs to do that requires him/her to be pleasant and flexible. Is it that the person needs to communicate effectively with callers (pleasant) or will need to work flexible hours (flexible).  Try to specify the levels of skills that are required, eg if numeracy is specified as a requirement, you should indicate the levels of skill, ie keeping records of petty cash or able to control and monitor substantial budgets.   1. Special Requirements   Are there any conditions of service which differ from the norm and with which the postholder must comply? eg live-in requirements, flexible working hours, weekend working.  **Stage Identified**  Indicate at which stage in the selection process the personal attribute is to be identified, eg application form, interview, tests, references, etc |