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| Post Number  |   |
| Job Title  | Teaching Assistant Level 2 |
| Department  | St. Andrew’s CE Primary School  |
| Prepared by and date  | Headteacher – June 2025 |

**M23**



**Employee Specification Form**

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| **Essential Personal Attributes**  | Stage Identified  |  | **Desirable Personal Attributes**  | Stage Identified  |
| **Qualifications**  |   |   |  |   |
| * Level 2 qualification (or above) in supporting teaching and learning
* Evidence of recent relevant personal development
 | Application  |  | * Further training in specific areas such as phonics, SEND support, or emotional literacy
* First Aid or medical support training
* Evidence of further related training or interests
 | Application  |
| **Experience**  |    |  |  |    |
| Enthusiastic and excellent practitioner• Recent relevant experience of working with children in aneducational setting• Experience of assessing children’s needs and implementingrelevant support | App/Interview  App/Interview  |  | Experience of supporting children with SENDExperience of working with external professionals/agenciesExperience of working 1:1 with SEN childrenExperience of working in Early Years, Key Stage 1 and 2.Supporting children with a range of needsA range of behaviour management skills and strategies | App/Interview  App/Interview  App/Interview  |
| **Knowledge and Skills**  |   |   |  |   |
|  Knowledge of Ofsted Standards• Good understanding of Child Protection and safeguardingprocedures• Understanding of child development and learning• Ability to work in partnership with parents / carers• Understanding of information sharing (confidentiality) andrecord keeping issues.• Good communication skills including use of Standard Englishboth written and spoken.  | App/Obs/Interview  |  | ICT skills to support learning• Ability to implement rich, creative and varied learning activities.• Ability to deliver interventions to develop learners’ understanding ofconcepts and knowledge• Knowledge of RWInc Phonics scheme | App/Interview  App/Interview  |
| **Special Requirements**  |   |   |  |   |
|  • Good organisational and time management skills• Ability to build and maintain effective relationships• Approachable and flexible• Able to adapt to changing circumstances and new ideas in apositive and creative manner• Friendly, fair and caring nature• Honest, reliable and dependable• Ability to stay calm in an emergency• Willingness and ability to work as part of a team | App/Obs/Int  |  | Willing to contribute to the wider life of the school | App/Interview  |