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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 an  educational setting  • Experience of assessing children’s needs and implementing  relevant support | App/Interview    App/Interview |  | Experience of supporting children with SEND  Experience of working with external professionals/agencies  Experience of working 1:1 with SEN children  Experience of working in Early Years, Key Stage 1 and 2.  Supporting children with a range of needs  A 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 safeguarding  procedures  • Understanding of child development and learning  • Ability to work in partnership with parents / carers  • Understanding of information sharing (confidentiality) and  record keeping issues.  • Good communication skills including use of Standard English  both 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 of  concepts 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 a  positive 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 |