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| **Employee Specification Form** | Post Number | | St Andrew’s CE (Aided) Primary School | |
| Job Title | | Teaching Assistant (TA1) | |
| Department | | Education | |
| Prepared by and date | | R. Neal – June 2025 | |
| ***Important - Study “Explanatory Notes” printed overleaf before completing form*** | | | | |
| **Essential Personal Attributes** | Stage Identified | **Desirable Personal Attributes** | | Stage Identified |
| **Qualifications:**   * Good numeracy/literacy skills including O’level or GCSE in Maths and English | App | * NVQ2 for Teaching Assistants or equivalent * Participation in development and training opportunities * Evidence of further related training or interests | | App |
| **Experience:** | App / Int | * Working with or caring for children of relevant age * Experience of working with children having a range of special needs | | App / Int |
| **Knowledge & Skills:**   * Good communication skills * Ability to relate well to children and adults * 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 | * Ability to use basic technology-computer, video, photocopier * Willingness to support children in all activities * Appropriate knowledge of first aid. | | App/ Int |
| **Special Requirements**   * A willingness to support in extra-curricular activity, including daily lunch time supervision * A commitment to being an effective team player * Actively support the Christian ethos of the school | App/  Int |  | |  |

Employee Specification Form

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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:   * set at a level appropriate to the work to be done and *not* higher than necessary * stated clearly and specifically * entirely job related   **Essential or Desirable**   * 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.   * 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**   * Qualifications   What qualifications, if any, should the postholder possess?  To what level   * Experience   What experience, if any, is relevant?   * 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.   * 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 |