**M23**

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| Post Number  | Poulton Lancelyn Primary School  |
| Job Title  | Teaching Assistant – Level 2  |
| Department  | Oak Trees MAT  |
| Prepared by and date  | Headteacher – September 2025 |

 **Employee Specification Form**

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|  | **Essential Personal Attributes**  | Stage Identified  | **Desirable Personal Attributes**  | Stage Identified  |
| **Qualifications**  | NVQ2 for Teaching Assistants or equivalent.  |  Application  | * Evidence of further related training or interests.
* First Aid qualification.

  | Application  |
| **Experience**   | * Enthusiastic and excellent practitioner
* At least 1 years recent experience of working with children in an educational setting
* Experience of assessing children’s needs and implementing relevant support.
 | Application & Interview   | * Supporting children with a range of needs
* A range of behaviour management skills and strategies
 | Application & 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.
 | Application & Interview   | * Ability to implement rich, creative and varied learning activities.
* Ability to deliver interventions to learners’ understanding of concepts and knowledge
 | Application & 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
 | Application & Interview   | * Willing to contribute to the wider life of the school.
 | Application & Interview   |

 NB. Candidates must meet essential requirements to apply.