**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.