



Employee Specification Form

Important - Study "Explanatory Notes" printed overleaf before completing form

Post Number	
Job Title	Level 2 Teaching Assistant KS2
Department	Greenleas Primary School
Prepared by and date	Sharon Edwards Sept 2025

Essential Personal Attributes	Stage Identified	Desirable Personal Attributes	Stage Identified
Qualifications: NVQ Level 2 Teaching Assistant or equivalent Good numeracy/literacy/ICT skills.		First aid training. Participation in relevant development and training opportunities	
Experience: Recent experience of working with children in small groups and on a 1-1 in KS2 following an Individual Education Plan to support children meet their targets and make progress. Experience of working with children having a range of special educational needs, e.g. Speech and language and ASC Experience and understanding of adapting activities to engage and motivate reluctant learners to achieve desired outcomes. Experience of using a range of positive behaviour strategies.	App/Int/Ref	Experience of working with a multi agency approach acting on advice offered. E.g Speech and language therapy, continence service.	App/Int/Ref
Knowledge and skills: Basic knowledge of the KS2 curriculum, including early reading and phonics Understanding of relevant policies/ codes of practice, including Safeguarding children. Basic understanding of child development and learning. Ability to relate well to children and persevere when challenges arise. Ability to work constructively and discreetly as part of a team, understanding classroom roles and responsibilities and own position within these roles. Excellent communication skills, including the ability to liaise sensitively with parents.		Knowledge of a range of engaging physical activities suitable for primary aged children Ability to self evaluate learning needs and actively seek learning opportunities	
Special Requirements: Commitment to support the school's vision, values and ethos by demonstrating and promoting school culture visibly. Ability to nurture a child's individualism and celebrate diversity Commitment to inclusion Ability to support playground activities at a lunchtime. Ability to maximise learning time for children, through good organisation and commitment to individual needs.		Willingness to undertake further training and responsibility, inc First Aid, BSL (as we have a Deaf Resource Base)	

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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