



Employee Specification Form

Job Title	Teaching Assistant – Level 1
Department	Education
Created By	C.Kelly 06/11/25

Important - Study “Explanatory Notes” printed overleaf before completing form

Essential Personal Attributes	Stage Identified	Desirable Personal Attributes	Stage Identified
<u>Qualifications</u> Basic literacy and numeracy skills Willingness to undertake relevant training (e.g. safeguarding, first aid, behaviour management) Understanding of basic health and safety procedures.		Educated to GCSE level	Application
<u>Experience</u> Experience of working with or caring for children in a school or similar environment Experience supporting children's play and social interaction.		Previous experience of working with children with special educational needs	Application / Interview / References
<u>Knowledge and skills</u> Ability to communicate effectively with children and adults Ability to ensure the safety of pupils during lunch and play periods. Awareness of confidentiality and safeguarding requirements. Ability to work as part of a team and follow school policies and procedures Willingness to provide personal care		Understanding of special education needs An understanding of the needs of children with ASD	Interview / References
<u>Special Requirements</u> Caring, patient, and approachable manner. Reliable, punctual, and flexible. Positive attitude and enthusiasm for working with children. Ability to stay calm and consistent in managing behaviour. Commitment to promoting inclusion, equality, and respect.		To be keen to gain new skills, attend courses and training offered.	Interview

