



Employee Specification Form

Post Number	Greasby Junior School
Job Title	Full-Time Teaching Assistant: Level 2 - Fixed Term (Supporting & Delivering Learning)
Department	Children and Young People's Service
Prepared by and date	Headteacher (Mrs Emma Ball)

Essential Personal Attributes	Stage Identified	Desirable Personal Attributes	Stage Identified
Qualifications <ul style="list-style-type: none"> NVQ Level 2 for Teaching Assistants or equivalent Good basic literacy, numeracy and computing skills 	Application	<ul style="list-style-type: none"> First Aid Qualification or First aid training as appropriate Training in the relevant learning strategies, e.g. phonics Evidence of further related training or interests 	Application Application
Experience <ul style="list-style-type: none"> Experience of working effectively in Key Stage 2 Experience of working collaboratively with other adults Experience, knowledge and understanding of inclusion within the classroom. Experience of supporting a child or children with SEND. Good understanding of child development and learning processes. 	App/Int/Ref	<ul style="list-style-type: none"> Experience of delivering targeted intervention to individuals and small groups of children. Evidence of further professional development relating to the post. Experience of supporting a child with mobility or SALT needs. 	App/Int/Ref
Knowledge and Skills <ul style="list-style-type: none"> Ability to support children with additional learning needs sensitively in an inclusive environment Support pupils consistently whilst recognising and responding to their individual needs. An understanding of the importance of safeguarding procedures Good communication skills Use behaviour management strategies, in line with the school's policy and procedures, which contribute to a purposeful learning environment. 	App/Int/Ref	<ul style="list-style-type: none"> Able to physically interact with children and partake in activities that will promote child engagement. Ability to use other equipment technology, e.g. video, photocopier Understanding of relevant policies/codes of practice and awareness of relevant legislation General understanding of national curriculum and other basic learning programmes/strategies Ability to self-evaluate learning needs and actively seek learning opportunities 	App/Interview
Special requirements <ul style="list-style-type: none"> Excellent interpersonal skills, highly motivated, commitment, dedication Ability to work in a team and use own initiative and work independently 	App/Int/Ref		

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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