



### Employee Specification Form

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

Post Number	
Job Title	Level 2 Teaching Assistant - 32.50 hours per week. 8:30am - 15:30pm
Department	Castleway Primary School (Castleway Family of Schools Federation)
Prepared by and date	Stuart Mycroft-Armer – January 2026

Essential Personal Attributes	Stage Identified	Desirable Personal Attributes	Stage Identified
<b>Qualifications:</b> NVQ Level 2 Teaching Assistant or equivalent Good numeracy/literacy/ICT skills.		First aid training. Participation in relevant development and training opportunities	
<b>Experience:</b> Recent experience of working with children to support their learning and welfare needs. Experience of providing intimate care for children. Experience of supporting children with individual needs.		Experience of working with children having a range of special educational needs, e.g. ADHD, Speech and language, SEMH, ASC etc. Experience of working with a multi agency approach acting on advice offered.	
<b>Knowledge and skills:</b> 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 and understanding of inclusion within the classroom	App/Int/Ref	Knowledge of a range of engaging physical activities suitable for EYFS children Ability to self evaluate learning needs and actively seek learning opportunities	App/Int/Ref
<b>Special Requirements:</b> Commitment to support the school's vision, values and ethos by demonstrating and promoting school culture visibly. Ability to nurture a child's individuality and celebrate diversity Commitment to inclusion at all levels 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	

# Employee Specification Form

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