



## Employee Specification Form

|                      |                                 |
|----------------------|---------------------------------|
| Post Number          | Poulton Lancelyn Primary School |
| Job Title            | F2 Teaching Assistant – Level 2 |
| Department           | Oak Trees MAT                   |
| Prepared by and date | Headteacher – October 2025      |

| Essential Personal Attributes |   | Stage Identified        | Desirable Personal Attributes   | Stage Identified        |
|-------------------------------|---|-------------------------|---|-------------------------|
| <b>Qualifications</b>         | NVQ2 for Teaching Assistants or equivalent.   | Application             | <ul style="list-style-type: none"> <li>Evidence of further related training or interests.</li> <li>First Aid qualification.</li> </ul>  | Application             |
| <b>Experience</b>             | <ul style="list-style-type: none"> <li>Enthusiastic and excellent practitioner</li> <li>At least 1 years recent experience of working with children in an educational setting</li> <li>Experience of assessing children's needs and implementing relevant support.</li> </ul>   | Application & Interview | <ul style="list-style-type: none"> <li>Supporting children with a range of needs</li> <li>A range of behaviour management skills and strategies</li> <li>Working in Early Year Foundation Stage</li> </ul>  | Application & Interview |
| <b>Knowledge and skills</b>   | <ul style="list-style-type: none"> <li>Knowledge of Ofsted Standards</li> <li>Good understanding of Child Protection and safeguarding procedures</li> <li>Understanding of child development and learning</li> <li>Ability to work in partnership with parents / carers</li> <li>Understanding of information sharing (confidentiality) and record keeping issues.</li> <li>Good communication skills including use of Standard English both written and spoken.</li> </ul>                     | Application & Interview | <ul style="list-style-type: none"> <li>Ability to deliver interventions to support learning</li> <li>Ability to support children with support plan and EHCP targets</li> <li>Understanding of how to have high quality interactions with pupils in order to develop communication and language</li> </ul> | Application & Interview |
| <b>Special Requirements</b>   | <ul style="list-style-type: none"> <li>Good organisational and time management skills</li> <li>Ability to build and maintain effective relationships</li> <li>Approachable and flexible</li> <li>Able to adapt to changing circumstances and new ideas in a positive and creative manner</li> <li>Friendly, fair and caring nature</li> <li>Honest, reliable and dependable</li> <li>Ability to stay calm in an emergency</li> <li>Willingness and ability to work as part of a team</li> </ul> | Application & Interview |   | Application & Interview |

NB. Candidates must meet essential requirements to apply.