



Employee Specification Form

Post Number	Poulton Lancelyn Primary School
Job Title	Y1 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
Qualifications	NVQ2 for Teaching Assistants or equivalent.	Application	<ul style="list-style-type: none"> Evidence of further related training or interests. First Aid qualification. 	Application
Experience	<ul style="list-style-type: none"> Enthusiastic and excellent practitioner At least 1 years recent experience of working with children in an educational setting Experience of assessing children's needs and implementing relevant support. 	Application & Interview	<ul style="list-style-type: none"> Supporting children with a range of needs A range of behaviour management skills and strategies Working in Key Stage 1 	Application & Interview
Knowledge and skills	<ul style="list-style-type: none"> Knowledge of Ofsted Standards Good understanding of Child Protection and safeguarding procedures Understanding of child development and learning Ability to work in partnership with parents / carers Understanding of information sharing (confidentiality) and record keeping issues. Good communication skills including use of Standard English both written and spoken. 	Application & Interview	<ul style="list-style-type: none"> Ability to deliver interventions to learners' understanding of concepts and knowledge Ability to support children with support plan and EHCP targets 	Application & Interview
Special Requirements	<ul style="list-style-type: none"> Good organisational and time management skills Ability to build and maintain effective relationships Approachable and flexible Able to adapt to changing circumstances and new ideas in a positive and creative manner Friendly, fair and caring nature Honest, reliable and dependable Ability to stay calm in an emergency Willingness and ability to work as part of a team 	Application & Interview		Application & Interview

NB. Candidates must meet essential requirements to apply.