



## Employee Specification Form

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|----------------------|----------------------------|
| Post Number          |                            |
| Job Title            | Level 2 Teaching Assistant |
| Department           | IRBY PRIMARY SCHOOL        |
| Prepared by and date | N.McHale September 2025    |

| Essential Personal Attributes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Stage Identified | Desirable Personal Attributes                                                                                                                                                                                                                                                                                                                                 | Stage Identified |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| <b>Qualifications</b> <ul style="list-style-type: none"> <li>NVQ Level 2 for Teaching Assistants or equivalent as per QCA document</li> <li>Good numeracy/literacy/IT skills</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                     | App              | <b>Qualifications</b> <ul style="list-style-type: none"> <li>First aid training as appropriate</li> <li>Evidence of further related training or interests</li> <li>GCSE Maths and English</li> </ul>                                                                                                                                                          | App/Int          |
| <b>Experience</b> <ul style="list-style-type: none"> <li>Recent experience of working in a mainstream primary school</li> <li>Experience of working with children with additional needs: managing behaviour positively and supporting teaching and learning</li> <li>Experience of working in KS2 supporting teaching and learning</li> <li>Experience of contributing to planning and assessment</li> <li>Experience of supporting pupils' social, emotional and mental health</li> </ul>                                                                                                                                  | App/Int          | <b>Experience</b> <ul style="list-style-type: none"> <li>Experience of supporting teaching and Learning in KS2 particularly Y6</li> <li>A range of behaviour management skills and strategies.</li> <li>Supporting children with a range of needs.</li> </ul>                                                                                                 | App/Int          |
| <b>Knowledge and skills</b> <ul style="list-style-type: none"> <li>Good communication skills</li> <li>Ability to relate well to adults and children</li> <li>Ability to work constructively as part of a team in KS2</li> <li>Knowledge of the National Curriculum</li> <li>Calm, patient and caring approach</li> <li>Sound understanding of safeguarding</li> <li>Ability and confidence to teach small groups of children</li> <li>Awareness of child protection legislation</li> <li>Awareness of confidentiality and data protection</li> <li>Knowledge and understanding of inclusion within the classroom</li> </ul> | App/Int          | <b>Knowledge and skills</b> <ul style="list-style-type: none"> <li>Ability to use basic technology to support learning needs</li> <li>Ability to adapt tasks to engage individual needs</li> <li>General understanding of school policies and procedures</li> <li>Ability to self-evaluate learning needs and actively seek learning opportunities</li> </ul> | App/Int          |
| <b>Special Requirements</b> <ul style="list-style-type: none"> <li></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | App/Int          | <b>Special Requirements</b> <ul style="list-style-type: none"> <li>A commitment to continuing professional development</li> <li>Willingness to participate in the wider life of school</li> </ul>                                                                                                                                                             | App/Int          |