

Job Title	Teaching Assistant Level 3 (Upper Key Stage 2)
Department	Castleway Family of Schools – Castleway Primary School
Prepared by and date	Stuart Mycroft-Armer – July 2026

Listed below are the **personal attributes** required to fulfil the duties listed in the Job Description

Essential Personal Attributes	Stage Identified	Desirable Personal Attributes	Stage Identified
Qualifications <ul style="list-style-type: none"> NVQ Level 3 Teaching Assistant qualification (or equivalent) Good ICT skills 	Application form	<ul style="list-style-type: none"> Paediatric First Aid qualification Evidence of recent professional development Relevant qualifications linked to literacy, mathematics or pastoral support 	Application form and interview
Experience <ul style="list-style-type: none"> Significant experience supporting teaching and learning in Upper Key Stage 2 (Years 5 & 6) Experience of delivering high quality small group and 1:1 learning Experience of supporting pupils to achieve strong outcomes in reading, writing and mathematics Experience of building positive relationships with pupils, families and colleagues Experience of using assessment information to adapt support and accelerate progress 	Application form and interview	<ul style="list-style-type: none"> Experience of preparing pupils for end of Key Stage 2 assessments Experience of leading interventions that demonstrate measurable impact 	Application form and interview
Knowledge and skills <ul style="list-style-type: none"> Secure understanding of the Key Stage 2 National Curriculum, particularly Years 5 and 6 Strong understanding of effective teaching strategies for reading, writing and mathematics Ability to motivate, challenge and inspire pupils to achieve their best Excellent communication and interpersonal skills Ability to build trusting, respectful relationships while maintaining high expectations Good understanding of safeguarding responsibilities <ul style="list-style-type: none"> Ability to work collaboratively with teachers to raise standards 	Application form and interview	<ul style="list-style-type: none"> Knowledge of assessment frameworks and SATs expectations Experience of using intervention programmes to close learning gaps 	Application form and interview

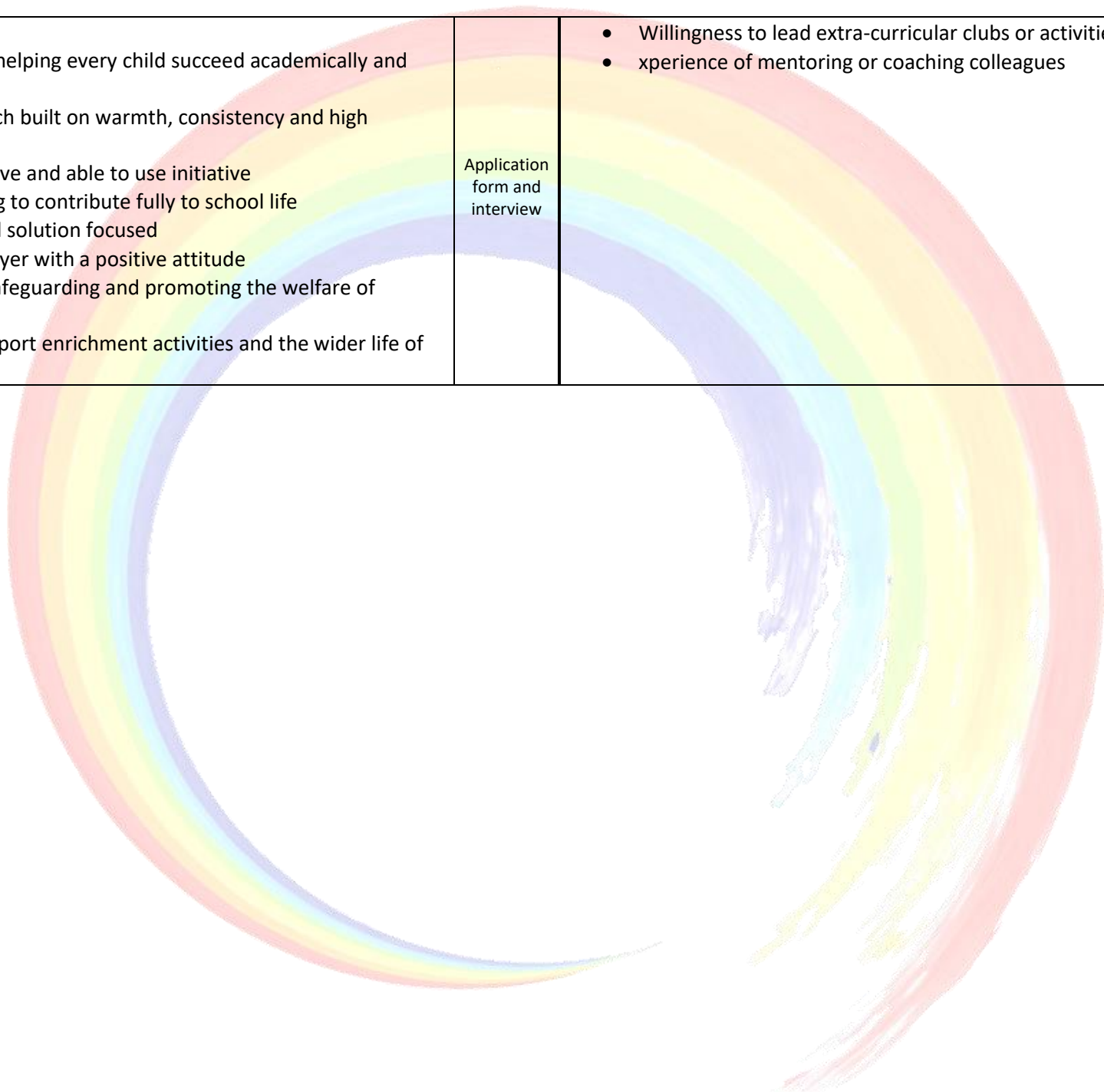
Special Requirements

- Passionate about helping every child succeed academically and personally
- Relational approach built on warmth, consistency and high expectations
- Organised, proactive and able to use initiative
- Flexible and willing to contribute fully to school life
- Calm, resilient and solution focused
- Excellent team player with a positive attitude
- Commitment to safeguarding and promoting the welfare of children
- Willingness to support enrichment activities and the wider life of the school

Application form and interview

- Willingness to lead extra-curricular clubs or activities
- Experience of mentoring or coaching colleagues

Application form and interview



Employee Specification Form – Guidance for Applicants

These guidance notes should be studied carefully before completing the Job Application Form (M05).

What is the purpose of an Employee Specification Form?

The Employee Specification Form lists the personal attributes required to fulfil the duties listed in the Job Description (M03).

What are personal attributes?

The personal attributes are the qualifications, experience, knowledge and skills and any special requirements that are required to be able to fulfil the duties of the post. They are set at a level appropriate to the work to be done and *not* higher than necessary; stated clearly and specifically; and entirely job related.

What are essential personal attributes?

These are the personal attributes without which a person would simply be unable to do the job. Examples could be the possession of a current driving licence or a relevant qualification.

Any applicant who does not meet all of the essential requirements will not be shortlisted (unless the stage identified is not at application).

*Any Disabled applicant who meets all of the essential requirements **must** be shortlisted for interview.*

What are desirable attributes?

These are the personal attributes which are desirable, but not essential. Examples for certain jobs could be local government experience or knowledge of new technology.

A candidate will not be rejected for failing to meet any single desirable requirement.

What are the Stages Identified?

These are the stages in the selection process that the personal attribute is to be identified, eg application form, interview, tests, references, etc.

How should I use the Employee Specification when completing my Job Application Form?

You should refer to the personal attributes listed on the Employee Specification Form and use them to state clearly how you meet each of them on Section A4 of the Job Application Form . You should start with the essential requirements and then the desirable requirements. You should also demonstrate how you meet them (give examples).

Failure to state how you meet an essential requirement (if identified as Application stage) will result in you not being shortlisted for interview/the next stage.