



Employee Specification Form

Post Number	
Job Title	TEACHING ASSISTANT LEVEL 3/HLTA
Department	St Michael and All Angels Catholic Primary School
Prepared by and date	Headteacher - January 2024

Listed below are the **personal attributes** required to fulfil the duties listed in the Job Description (M03).

Essential Personal Attributes	Stage Identified	Desirable Personal Attributes	Stage Identified
Qualifications <ul style="list-style-type: none"> NVQ level 3 in early years and childcare or equivalent or a HLTA qualification Willingness to undertake further professional development 	A A	<ul style="list-style-type: none"> Valid Paediatric First Aid Certificate Evidence of further professional development 	A A/A
Experience <ul style="list-style-type: none"> Successful experience of working with children in an Early Years Foundation Stage setting Working with pupils with special/additional needs Working in partnership with parents 	A/I A/I A/I	<ul style="list-style-type: none"> Working within a multiagency team Developing an Individual Development Plan for children with additional needs 	A/I A/I
Knowledge and skills <ul style="list-style-type: none"> Able to lead a team and support and develop other team members A sound knowledge of child development and early childhood education Knowledge of health and safety requirement for the environment in which children aged 2 to 5 years are cared for Knowledge of Ofsted standards Displays an awareness, understanding and commitment to the protection and safeguarding of children. Ability to work in accordance with national and local Child Protection and Safeguarding policies and procedures Knowledge and understanding of effective observation, assessment and tracking progress systems and their use in improving outcomes of young children Able to plan appropriate activities for pupils' needs and developmental stages Able to prepare resources for learning activities and displays Able to assess pupils and keep evidence of assessments and next steps in learning Able to prioritise work – strong organisational skills Relevant IT skills Good communication and interpersonal skills. 	A/I A/I A/I A/I A/I A/I A/I A/I A/I A/I A A/I	<ul style="list-style-type: none"> Experience of working in a school EYFS setting 	A
Special Requirements			

<ul style="list-style-type: none"> • Supportive of the Catholic ethos • Able to build good working relationships with relevant adults (families, parents, colleagues and other professionals). This includes attending parent meetings • Flexibility in working as part of a team • Be able to liaise with other professionals about pupils 	A/I I I A/I	<ul style="list-style-type: none"> • Ability to work flexibly to meet the needs of the pupils 	A/I
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