



Employee Specification Form

Post Number	E229/82/02
Job Title	Teaching Assistant – Level 2
Department	Park Primary School
Prepared by and date	MM - June 2025

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">GCSE Grade 4 (C) or above in English and Maths (or equivalent)NVQ Level 2 for Teaching Assistants or equivalent qualificationWillingness to participate in relevant training and CPD	App App App	<ul style="list-style-type: none">Additional training in one or more of the following areas: Speech and Language, SEMH, Behaviour, MLD, Autism, or Trauma-Informed PracticeFirst Aid qualification	App App/Int App/Int
Experience <ul style="list-style-type: none">Experience of working with children in a classroom settingExperience supporting pupils with a range of special educational needs, including those with SEMH, SLCN, or MLDExperience of adapting learning tasks in collaboration with the class teacher to meet individual pupil needsExperience maintaining positive behaviour and engagement in class or group settings	App/Int App/Int App/Int	<ul style="list-style-type: none">Experience of leading small group or 1:1 interventions linked to speech and language or emotional regulationExperience supporting phonics and early reading development	App/Int App/Int
Knowledge and skills <ul style="list-style-type: none">Awareness of relevant policies and legislation including safeguarding, child protection and data protectionUnderstanding of child development and how children learnAwareness of the barriers faced by pupils with additional needs including Autism, SEMH, and speech and language difficultiesUnderstanding of inclusive practice and trauma-informed approachesUnderstanding of English and Maths curriculum expectations in primary educationStrong communication and interpersonal skillsAbility to build positive relationships with children, colleagues, and familiesConfidence in managing behaviour calmly and positivelyAbility to work collaboratively as part of a team while using initiativeEnthusiasm, flexibility, and a passion for supporting all learnersCommitment to safeguarding and promoting children's welfare	App/Int	<ul style="list-style-type: none">Familiarity with statutory assessments in KS1 and KS2Awareness of SEND Code of Practice and EHCP processesUnderstanding of national strategies such as Zones of Regulation, ELSA, NELI or similarAbility to support or run extra-curricular clubs or parent workshopsConfidence in using simple assessment tools to monitor progress and feedback to teachersA willingness to share expertise and support the development of colleagues in specialist areas	App/Int App/Int App/Int App/Int
Special Requirements <ul style="list-style-type: none">Commitment to upholding the school's vision, values and inclusive ethosWillingness to participate in school life beyond the classroom, including events, trips, or wider pastoral work	App/Int App/Int	<ul style="list-style-type: none">Interest in pursuing further qualifications in specialist areas of SEND support (e.g. Level 3 TA, HLTA, or relevant CPD certificates)	