



**Employee Specification Form**

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

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

<b>Essential Personal Attributes</b>	<b>Stage Identified</b>	<b>Desirable Personal Attributes</b>	<b>Stage Identified</b>
<b>Qualifications</b> <ul style="list-style-type: none"> <li>GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Maths</li> <li>NVQ2 for Teaching Assistants or equivalent as per QCA documentation</li> </ul>	<p>App</p> <p>App</p>	<ul style="list-style-type: none"> <li>Participation in development and training opportunities</li> <li>Evidence of further related training or interests</li> <li>First aid training</li> </ul>	<p>App</p> <p>App/Int</p> <p>App/Int</p>
<b>Experience</b> <ul style="list-style-type: none"> <li>Working with children in a classroom setting</li> <li>Experience of supporting the delivery of phonics, phonics interventions and a passion to drive improvements</li> <li>Experience of promoting early reading within a primary setting</li> <li>Experience of working with children having a range of special needs</li> <li>Experience of planning to meet the needs of children (with teachers) and adapting plans to support the needs of specific pupils</li> </ul>	<p>App/Int</p> <p>App/Int</p> <p>App/Int</p> <p>App/Int</p> <p>App/Int</p>	<ul style="list-style-type: none"> <li>Experience of working with children having a range of special needs</li> <li>Experience of supervising groups and keeping pupils on task.</li> </ul>	<p>App/Int</p> <p>App/Int</p>
<b>Knowledge and skills</b> <ul style="list-style-type: none"> <li>Full working knowledge of relevant policies/codes/practices and awareness of relevant legislation.</li> <li>Understanding of principles of child development and learning processes.</li> <li>A commitment to inclusion</li> <li>Understanding of trauma informed practice</li> <li>Good communication skills</li> <li>A clear passion of working with children</li> <li>Ability to work constructively as part of a team, understanding classroom roles and responsibilities and own position with these roles</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>	<p>App/Int</p> <p>App/Int</p> <p>App/Int</p> <p>App/Int</p> <p>App/Int</p> <p>App/Int</p> <p>App/Int</p> <p>App/Int</p>	<ul style="list-style-type: none"> <li>Understanding and experience of the curriculum requirements in English and Mathematics</li> <li>Appropriate knowledge of first aid</li> <li>Positive Behaviour Management skills</li> <li>Understanding and knowledge of statutory assessments in Key Stage 1 and/or Early Years Foundation Stage</li> <li>Ability to self-evaluate learning needs and actively seek learning opportunities</li> </ul>	<p>App/Int</p> <p>App/Int</p> <p>App/Int</p> <p>App/Int</p> <p>App/Int</p>
<b>Special Requirements</b> <ul style="list-style-type: none"> <li>Commitment to support the school vision, aims and ethos</li> <li>Commitment to developing positive relationships with pupils and their families</li> </ul>	<p>App/Int</p> <p>App/Int</p>	<ul style="list-style-type: none"> <li>An interest in and willingness to support activities and workshops for parents</li> </ul>	