

## Employee Specification Form

Post Number	Cathcart Street Primary School
Job Title	Teaching Assistant – Level 2
Department	Cathcart Street Primary School
Prepared by and date	Headteacher June 2025

Essential Personal Attributes		Stage Identified	Desirable Personal Attributes	Stage Identified
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>NVQ2 for Teaching Assistants</li> <li>GCSE grade C in Maths and English (or equivalent)</li> </ul>	Application	<ul style="list-style-type: none"> <li>Training in the relevant Strategies eg Literacy / Numeracy.</li> <li>First Aid training.</li> <li>Evidence of further related training or interests.</li> </ul>	Application
<b>Experience</b>	<ul style="list-style-type: none"> <li>Enthusiastic and excellent practitioner</li> <li>At least 1 years recent experience of working with children in a school setting</li> <li>Experience of assessing children's needs and implementing relevant support.</li> <li>Experience of supporting high quality classroom teaching and learning.</li> <li>Experience of delivering interventions</li> </ul>	Application & Interview	<ul style="list-style-type: none"> <li>Experience of working with children with special / additional needs including ASC and ADHD.</li> </ul>	Application & Interview
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>Demonstrate knowledge and understanding of phonics teaching or be willing to undergo training</li> <li>Knowledge of Ofsted Standards</li> <li>Good understanding of Child Protection policy and procedure</li> <li>Understanding of child development and learning</li> <li>Ability to work in partnership with parents / carers</li> <li>Understanding of information sharing (confidentiality) and record keeping issues.</li> <li>Good communication skills including use of standard English both written and spoken</li> </ul>	Application & Interview	<ul style="list-style-type: none"> <li>Ability to implement information sharing and record keeping procedures</li> <li>Ability to plan rich, creative and varied learning development activities.</li> <li>Ability to self-evaluate learning needs and actively seek learning opportunities</li> </ul>	Application & Interview
<b>Special Requirements</b>	<ul style="list-style-type: none"> <li>An understanding and genuine respect for children who sometimes struggle to regulate their emotions</li> <li>Good organisational and time management skills</li> <li>Ability to build and maintain effective relationships</li> <li>Approachable and flexible</li> <li>Able to adapt to changing circumstances and new ideas in a positive and creative manner</li> <li>Friendly, fair and caring nature</li> <li>Willingness and ability to work as part of a team and support the caring, inclusive culture of the school</li> </ul>	Application & Interview	<ul style="list-style-type: none"> <li>Willing to contribute to the wider life of the school.</li> <li>Ability to liaise with a range of professionals</li> </ul>	Application & Interview

	<ul style="list-style-type: none"> <li>• Honest, reliable and dependable</li> <li>• Ability to stay calm in an emergency</li> <li>• Good verbal and written communication skills</li> </ul>			
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NB. Candidates must meet essential requirements to apply.