



Employee Specification Form

Post Number	
Job Title:	Teaching Assistant –TA 2 (Fixed Term)
Department	Kingsway Primary School
Prepared by and date	Headteacher June 2025

Essential Personal Attributes	Stage Identified	Desirable Personal Attributes	Stage Identified
Qualifications: <ul style="list-style-type: none"> NVQ Level 2 for Teaching Assistant or equivalent as per QCA document Very good numeracy/literacy/ICT skills Evidence of recent relevant professional development 	App/Int	<ul style="list-style-type: none"> Training in the relevant learning strategies, e.g. literacy First aid training Evidence of further related training or interests 	App
Experience: <ul style="list-style-type: none"> Recent experience of working with children in primary schools Experience and understanding of adapting activities to engage and motivate reluctant learners to achieve desired outcomes Experience of using positive behaviour strategies to overcome challenging behaviour 	App/Int	<ul style="list-style-type: none"> Experience of working with children having a range of special educational needs, including ASC and ADHD Experience of teaching phonics using Read, Write, Inc Experience of supporting teaching and learning in EYFS 	App/Int
Knowledge and skills: <ul style="list-style-type: none"> Ability to relate well to children and persevere when challenges arise Ability to work constructively as part of a team, understanding classroom roles and responsibilities Ability to liaise sensitively with parents/carers Good understanding of relevant policies/ codes of practice, including Child Protection policy and procedure Good verbal and written communication skills including use of standard English both written and spoken Ability to use ICT effectively to support learning Willingness to attend relevant training 	App/Int/ Ref	<ul style="list-style-type: none"> Ability to evaluate children's learning needs and actively seek new learning opportunities A range of behaviour management skills and strategies Understanding of information sharing (confidentiality) and the importance of accurate record keeping procedures 	App/Int/ Ref
Special Requirements: <ul style="list-style-type: none"> Ability to build and maintain effective relationships Able to adapt to changing circumstances and new ideas in a positive and creative manner Ability to stay calm in challenging circumstances Commitment to inclusion 	App/Int/ Ref	<ul style="list-style-type: none"> Willing to contribute to the wider life of the school 	App/Int/ Ref