



Employee Specification Form

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| Post Number | Poulton Lancelyn Primary School |
| Job Title | Teaching Assistant – Level 2 |
| Department | Oak Trees MAT |
| Prepared by and date | Headteacher – June 2025 |

| Essential Personal Attributes | | Stage Identified | Desirable Personal Attributes | Stage Identified |
|-------------------------------|---|-------------------------|--|-------------------------|
| Qualifications | NVQ2 for Teaching Assistants or equivalent. | Application | <ul style="list-style-type: none"> Evidence of further related training or interests. First Aid qualification. | Application |
| Experience | <ul style="list-style-type: none"> Enthusiastic and excellent practitioner At least 1 years recent experience of working with children in an educational setting Experience of assessing children's needs and implementing relevant support. | Application & Interview | <ul style="list-style-type: none"> Experience of working in Key Stage 1. Experience of working with children with special educational needs A range of behaviour management skills and strategies Experience of engaging pupils through play-based learning Experience of supporting children through nurture sessions Experience of supporting children to regulate emotionally | Application & Interview |
| Knowledge and skills | <ul style="list-style-type: none"> Knowledge of Ofsted Standards Good understanding of Child Protection and safeguarding procedures Understanding of child development and learning Ability to work in partnership with parents / carers Understanding of information sharing (confidentiality) and record keeping issues. Good communication skills including use of Standard English both written and spoken. | Application & Interview | <ul style="list-style-type: none"> Ability to implement rich, creative and varied learning activities. Ability to deliver interventions to learners' understanding of concepts and knowledge Knowledge of RWInc Phonics scheme Knowledge and understanding of speech and language strategies Experience of supporting children by using social stories Experience of using visual timetables and now/next boards Skilled in supporting children to develop their fine motor skills Skilled in supporting children to process information | Application & Interview |
| Special Requirements | <ul style="list-style-type: none"> Good organisational and time management skills Ability to build and maintain effective relationships Approachable and flexible Able to adapt to changing circumstances and new ideas in a positive and creative manner Friendly, fair and caring nature Honest, reliable and dependable Ability to stay calm in an emergency Willingness and ability to work as part of a team | Application & Interview | <ul style="list-style-type: none"> Willing to contribute to the wider life of the school. Ability to support children during unstructured times (breaktimes and lunch time) | Application & Interview |

NB. Candidates must meet essential requirements to apply.