

**Employee Specification Form**

Post Number	
Job Title	Teaching Assistant
Department	Black Horse Hill Junior School
Prepared by and date	Paul Hindle July 2025

**Important - Study "Explanatory Notes" printed overleaf before completing form**

Essential Personal Attributes	Stage Identified	Desirable Personal Attributes	Stage Identified
<b>Qualifications</b>	App/Int	<ul style="list-style-type: none"> <li>• First Aid/Paediatric First Aid qualification</li> <li>• NVQ Level 2 for Teaching Assistants or equivalent</li> </ul>	App/Int
<b>Experience</b> <ul style="list-style-type: none"> <li>• Working with or caring for children in an educational setting.</li> <li>• Experience of working with children with Special Educational needs.</li> <li>• Experience of delivering and adapting learning to meet individual needs.</li> </ul>	App/Int	<ul style="list-style-type: none"> <li>• Experience of working with other professionals for example Speech Therapists, Occupational Therapists and Physiotherapists.</li> <li>• Experience of PEG feeding</li> </ul>	
<b>Knowledge and skills</b> <ul style="list-style-type: none"> <li>• Good literacy and numeracy skills.</li> <li>• Ability to adapt and personalise learning to meet the needs of pupils .</li> <li>• Understand relevant policies/codes of practice within school including Safeguarding children.</li> <li>• Good communication skills and the ability to relate well to SEN children.</li> <li>• An ability to contribute to the development, implementation and review of individual care/education plans.</li> <li>• An ability to meet the medical/physical needs of pupils .</li> <li>• To be confident and competent when using technology.</li> <li>• Be able to liaise with a range of professionals and communicate key messages clearly verbally and in writing.</li> </ul>	App/Int	<ul style="list-style-type: none"> <li>• Experience of manual handling procedures.</li> <li>• Experience of eye gaze technology.</li> </ul>	App/Int
<b>Special Requirements</b> <ul style="list-style-type: none"> <li>• Highly motivated and organised.</li> <li>• Ability to work in a team and use own initiative</li> <li>• The post holder must be willing and able to complete manual handling and medical training to meet the needs of pupils.</li> <li>• An ability/ willingness to carry out intimate care.</li> <li>• Willingness to have training to meet the requirements of the role.</li> </ul>	Interview		App



# Employee Specification Form

These notes should be studied carefully before completing the form overleaf.

List the personal attributes required to fulfil the duties listed in the job description.

They must be:

- set at a level appropriate to the work to be done and *not* higher than necessary
- stated clearly and specifically
- entirely job related

## Essential or Desirable

- Essential

Those requirements without which a candidate would be simply unable to do the job.

*Any candidate who does not meet the essential requirements must be rejected.*

Examples could be the possession of current driving licence or relevant qualification.

- Desirable

Those requirements which are desirable, but not essential.

A candidate should not be rejected for failing to meet any single desirable requirement.

Examples for certain jobs could be local government experience or knowledge of new technology.

## Personal Attributes

- Qualifications

What qualifications, if any, should the postholder possess?

To what level

- Experience

What experience, if any, is relevant?

- Knowledge and Skills

Is there any knowledge (other than that covered by qualifications listed) or skills which are relevant? What should the postholder be able to do?

Do not list attributes which cannot be measured, eg “pleasant personality”, “flexible outlook”. Identify only what the postholder needs to do that requires him/her to be pleasant and flexible. Is it that the person needs to communicate effectively with callers (pleasant) or will need to work flexible hours (flexible).

Try to specify the levels of skills that are required, eg if numeracy is specified as a requirement, you should indicate the levels of skill, ie keeping records of petty cash or able to control and monitor substantial budgets.

- Special Requirements

Are there any conditions of service which differ from the norm and with which the postholder must comply? eg live-in requirements, flexible working hours, weekend working.

## Stage Identified

Indicate at which stage in the selection process the personal attribute is to be identified, eg application form, interview, tests, references, etc