Post Number	
Job Title	1:1 Teaching Assistant Level 2
Department	Education
Prepared by and date	A Currie September 2025

Employee Specification Form

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

Essential Personal Attributes	Stage Identified	Desirable Personal Attributes	Stage Identified
Qualifications • NVQ Level 2 for Teaching Assistants or equivalent as per QCA document	App/ Int	• First Aid training or willingness to undertake • Evidence of further related training or interests	App
Experience • To have worked in primary school environment • Preparation of learning resources • Experience of working with children having a range of special educational needs • Experience and understanding of adapting activities to engage and motivate learners to achieve desired outcomes. • Experience of using a range of positive behaviour strategies	App/ Int	• Experience of working 1:1 with SEN pupil • Experience of delivering phonics sessions to small groups preferably using Little Wandle	App/ Int
Knowledge and skills • Good literacy and numeracy skills • Understanding of basic IT skills to support learning • Good communication skills - to be able to relate well with children and adults • Basic understanding of child development and learning • Knowledge of KCSIE and Safeguarding • Understanding of Safeguarding • Ability to stay calm and make informed decisions. • Good verbal and written communication skills • Willingness and ability to work as part of a team • Ability to relate well to children and persevere when challenges arise.	App/ Int	• Positive behaviour management skills • To have an understanding of the National Curriculum • Relevant training in SEND such as an understanding of autism.	App/ Int
Special Requirements • Highly motivated and organised. • Good interpersonal skills. • Ability to work as part of a team and use own initiative. • Approachable and flexible • Honest, reliable and dependable • Ability to support playground activities at breaktime/lunchtime.	App/ Int	• A willingness to contribute to the wider life of the school	int

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