



Employee Specification Form

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

Essential Personal Attributes	Stage Identified	Desirable Personal Attributes	Stage Identified
Qualifications: - NVQ Level 2 for Teaching Assistant or equivalent - Very good numeracy/literacy/ICT skills - Evidence of recent relevant professional development	App/Int	- Training in the relevant learning strategies, e.g. literacy - First aid training - Evidence of further related training or interests	App
Experience: - 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	- 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: - 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	- 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: - 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	Willing to contribute to the wider life of the school	App/Int/Ref