WIRRAL

Employee Specification Form

Post Number	
Job Title	SEND Teaching Assistant Level 2
Department	Bedford Drive Primary School
Prepared by and date	L Horton November 2026

Listed below are the **personal attributes** required to fulfil the duties listed in the Job Description.

Essential Personal Attributes	Stage Identified	Desirable Personal Attributes	Stage Identified
Qualifications • Good numeracy/literacy/ICT skills • NVQ Level 2 for Teaching Assistants or equivalent	Application form and interview	• First aid training/Paediatric First Aid • Participation in development and training opportunities	Application form and interview
Experience • Recent relevant experience of working with children with special / additional needs on a 1:1 basis; • Experience of working in partnership with teachers; • Experience of assessing childrens needs and implementing relevant frameworks.	Application form and interview	• Experience of working within a multi-agency team; • Experience of developing Additional Support Plans for children with additional needs.	Application form and interview
Knowledge and skills • Ability to relate well to children and adults • Ability to work constructively as part of a team, understanding classroom roles and responsibilities and own position within these roles • Excellent communication skills • Ability to use own initiative to engage reluctant learners • Ability to make assessments and implement support plans. • Understanding of information sharing and record keeping issues. • Knowledge of Ofsted Standards; • Good understanding of Child Protection Policy and Procedure.	Application form and interview	• Knowledge of a range of physical activities suitable for primary aged pupils; • Ability to plan rich, creative and varied learning and development activities.	Application form and interview
Special Requirements • An up to date knowledge of relevant legislation and guidance in relation to working with and the protection of children and young people • A sense of humour • Approachable and flexible; • Able to adapt to changing circumstances in a positive and creative manner; • Friendly, fair and caring nature.	Interview	• Willingness to be involved in extra curricular activities.	Application form and interview

Employee Specification Form – Guidance for Applicants

These guidance notes should be studied carefully before completing the Job Application Form (M05).

What is the purpose of an Employee Specification Form?
The Employee Specification Form lists the personal attributes required to fulfil the duties listed in the Job Description (M03).

What are personal attributes?
The personal attributes are the qualifications, experience, knowledge and skills and any special requirements that are required to be able to fulfil the duties of the post.
They are set at a level appropriate to the work to be done and *not* higher than necessary; stated clearly and specifically; and entirely job related.

What are essential personal attributes?
These are the personal attributes without which a person would simply be unable to do the job.
Examples could be the possession of a current driving licence or a relevant qualification.

Any applicant who does not meet all of the essential requirements will not be shortlisted (unless the stage identified is not at application).

*Any Disabled applicant who meets all of the essential requirements **must** be shortlisted for interview.*

What are desirable attributes?
These are the personal attributes which are desirable, but not essential.
Examples for certain jobs could be local government experience or knowledge of new technology.

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

What are the Stages Identified?
These are the stages in the selection process that the personal attribute is to be identified, eg application form, interview, tests, references, etc.

How should I use the Employee Specification when completing my Job Application Form?
You should refer to the personal attributes listed on the Employee Specification Form and use them to state clearly how you meet each of them on Section A4 of the Job Application Form (M05). You should start with the essential requirements and then the desirable requirements. You should also demonstrate how you meet them (give examples).

Failure to state how you meet an essential requirement (if identified as Application stage) will result in you not being shortlisted for interview/the next stage.