WIRRAL

Employee Specification Form

Post Number	
Job Title	Teaching Assistant 3
Department	HOYLAKE HOLY TRINITY CE PRIMARY SCHOOL/CDLT
Prepared by and date	C WRIGHT November 2026

Essential Personal Attributes	**DESIRABLE PERSONAL ATTRIBUTES**
Qualifications: • Minimum NVQ Level 3 for Teaching Assistants or childcare and education or equivalent qualification • Minimum of five GCSEs, (including C+ in English and Maths)	• Participation in development and training opportunities • Evidence of further related training or interests • Additional training in relation to SEND • Training in the relevant learning strategies, e.g. literacy • First aid training as appropriate
Experience: • Experience of using assessment to inform next steps • Proven effective experience of working with EYFS children to support their learning and welfare needs. • Good level of subject knowledge • Demonstrate use of a range of positive behaviour strategies • Ability to constantly improve own practice/knowledge through self-evaluation and learning from others • Ability to use ICT effectively to support learning • Working knowledge of national curriculum and other relevant learning programmes/strategies • Ability to self-evaluate learning needs and actively seek learning opportunities	• Working with other agencies and keeping relevant records up to date • Experience of working with children with SEN and delivering interventions • Understanding of principles of child development and learning processes
Knowledge & Skills: • Good communication skills • Ability to relate well to adults and children • Ability to adapt tasks to engage individual needs • Ability to work constructively as part of a team, understanding classroom roles and responsibilities and own position with these roles • Calm, patient and caring approach • 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. • Knowledge and understanding of inclusion within the classroom	• General understanding of school policies and procedures • An awareness of attachment, trauma and ACEs • Knowledge of Speech and Language development • Strategies to support social, communication needs • Ability to self-evaluate learning needs and actively seek learning opportunities

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 <u>each</u> 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 <u>how</u> 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.