



Employee Specification Form

Post Number	Poulton Lancelyn Primary School
Job Title	Teaching Assistant – Level 2
Department	Oak Trees MAT
Prepared by and date	Headteacher May 2021

Essential Personal Attributes		Stage Identified	Desirable Personal Attributes	Stage Identified
Qualifications	<ul style="list-style-type: none"> NVQ2 for Teaching Assistants or equivalent. 	Application	<ul style="list-style-type: none"> Evidence of further related training or interests. First Aid. 	Application
Experience	<ul style="list-style-type: none"> Enthusiastic and excellent practitioner At least 1 years recent experience of working with children in a school setting Experience of assessing children's needs and implementing relevant support. 	Application & Interview	<ul style="list-style-type: none"> Experience of working with children with special / additional needs Experience of working in Key Stage Two 	Application & Interview
Knowledge and skills	<ul style="list-style-type: none"> Knowledge of Ofsted Standards Good understanding of Child Protection and safeguarding procedures Understanding of child development and learning Ability to work in partnership with parents / carers Understanding of information sharing (confidentiality) and record keeping issues. Good communication skills including use of standard English both written and spoken. 	Application & Interview	<ul style="list-style-type: none"> Ability to implement information sharing and record keeping procedures Ability to plan rich, creative and varied learning development activities. Ability to self-evaluate learning needs and actively seek learning opportunities 	Application & Interview
Special Requirements	<ul style="list-style-type: none"> Good organisational and time management skills Ability to build and maintain effective relationships Approachable and flexible Able to adapt to changing circumstances and new ideas in a positive and creative manner Friendly, fair and caring nature Honest, reliable and dependable Ability to stay calm in an emergency Willingness and ability to work as part of a team 	Application & Interview	<ul style="list-style-type: none"> Willing to contribute to the wider life of the school. 	Application & Interview

NB. Candidates must meet essential requirements to apply.