

Employee Specification

Job Description & Specification – Teaching Assistant L2

	ESSENTIAL	DESIRABLE	HOW MEASURED
EXPERIENCE	<ul style="list-style-type: none"> • Experience of working with children in a school/early years settings • Experience of developing & creating simple educational activities • Experience of working with SEND children 	<ul style="list-style-type: none"> • Experience of both Key Stages • Experience covering a whole class (in accordance with instruction/direction) • Experience of working with EYFS and KS1 children • Experience in the delivery of a range of interventions 	<ul style="list-style-type: none"> • Application form • Interview • Lesson/activity observation
EDUCATION, TRAINING AND QUALIFICATIONS	<ul style="list-style-type: none"> • Safeguarding training 	<ul style="list-style-type: none"> • TA Level 2 or equivalent • First Aid training • Evidence of specialist training • Experience teaching Read Write Inc 	<ul style="list-style-type: none"> • Application form/certificates • Interview

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<p>SKILLS AND KNOWLEDGE</p>	<ul style="list-style-type: none"> • Good literacy & numeracy skills • Knowledge of strategies which promote good behaviour and discipline • Excellent communication & interpersonal skills • Knowledge and understanding of child development • ICT competency (able to use a range of IT programmes and software) • Knowledge of strategies which promote good behaviour and discipline 	<ul style="list-style-type: none"> • Understanding of key health and safety issues • An awareness of Health & Safety legislation • Knowledge and understanding of children with SEND • Knowledge and understanding of speech and language development/strategies 	<ul style="list-style-type: none"> • Application form • References • Interview • Lesson/activity observation
<p>PERSONAL QUALITIES</p>	<ul style="list-style-type: none"> • A team player • Good communication & interpersonal skills • Strong organisational skills • Ability to organise and prioritise workload • Enthusiastic and energetic worker • Excellent time management 	<ul style="list-style-type: none"> • Commitment to self-improvement 	<ul style="list-style-type: none"> • Application • Letter • References • Interview • Lesson/activity observation
<p>WORKING ARRANGEMENTS</p>	<ul style="list-style-type: none"> • Willingness to participate fully in the life of the school • Willingness to attend to a child's personal needs • 08:30 - 15:30 (Mon, Wed, Fri) • 08:30 - 16:30 (Tues) • 08:30 - 12:30 (Thur - flexible and can be subject to change) 		<ul style="list-style-type: none"> • Application • References • Letter

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THE POST IS SUBJECT TO:

DISCLOSURE OF CONVICTIONS UNDER THE REHABILITATION OF OFFENDERS (EXEMPTION) ACT 1975.

YES NO

THE LEVEL OF DISCLOSURE FOR THIS POST IS:

BASIC DISCLOSURE - convictions not spent

STANDARD DISCLOSURE - for posts with children, young people, elderly, sick or disabled, administration of the law

ENHANCED DISCLOSURE - standard disclosure plus regular care, training, supervising young people

IS THE POST POLITICALLY RESTRICTED? YES NO

Completed by Rachel Busby – Headteacher

Date – 19 June 2024