

Employee Specification

Job Description & Specification – Teaching Assistant L2

	ESSENTIAL	DESIRABLE	HOW MEASURED
EXPERIENCE	• Experience of working with children in a school/early years settings • Experience of developing & creating simple educational activities • Experience of working with SEND children	• Experience covering a whole class (in accordance with instruction/direction) • Experience of working with EYFS or KS1 children • Experience in the delivery of a range of interventions • Experience of working with SEND pupils	• Application form • Interview • Lesson/activity observation
EDUCATION, TRAINING AND QUALIFICATIONS	• Safeguarding training	• TA Level 2 or equivalent • First Aid training • Evidence of specialist training • Experience teaching Read Write Inc	• Application form/certificates • Interview

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SKILLS AND KNOWLEDGE	• 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	• 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	• Application form • References • Interview • Lesson/activity observation
PERSONAL QUALITIES	• A team player • Good communication & interpersonal skills • Strong organisational skills • Ability to organise and prioritise workload • Enthusiastic and energetic worker • Excellent time management	• Commitment to self-improvement	• Application • Letter • References • Interview • Lesson/activity observation

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WORKING ARRANGEMENTS	• Willingness to participate fully in the life of the school • Willingness to attend to a child's personal needs • Willingness to work with pupils 1:1 • Hours: 22.5 • Monday 08:30-13:00 • Tuesday 08:30-13:00 • Wednesday 08:30-13:00 • Thursday 08:30-13:00 • Friday 08:30-13:00		• 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:

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- 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: R.Busby – Executive Head Teacher

Date 7th October 2026