

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 covering a whole class (in accordance with instruction/direction) • Experience of working with EYFS, KS1 or KS2 children • Experience in the delivery of a range of interventions • Experience of working with SEND pupils 	<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
SKILLS AND KNOWLEDGE	<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

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<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
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<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 • Willingness to work with pupils 1:1 • Willingness to support with breakfast club • Hours: 33hours 30minutes (30 minutes lunch break) • Monday 08:00-15:30 • Tuesday 08:00-16:30 • Wednesday 08:00-15:30 • Thursday 08:00-15:30 • Friday 08:00-15:30 		<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:

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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 14/05/2026