

Person specification form		
Job title: Teaching Assistant - Level 3	Grade: 6	
Directorate: Children and Young People	Post number:10-2026	
Establishment or team: Morecambe Bay Community Primary School		
Requirements (based on the job description)	Essential (E) or desirable (D)	To be identified by: application form (AF), interview (I), test (T), or other (give details)
Qualifications		
NVQ level 3 qualification (or equivalent)	E	A
Level 2 English and Mathematics qualification or equivalent GCSEs (Grades 4-9 or A-C)	E	A
First Aid or Paediatric First Aid qualification	D	A
Experience		
Experience of working with children	E	A, I
Experience in a school or classroom environment	E	A, I
Experience of Administrative work	D	A
Experience of supporting pupils with additional needs or challenging behaviour	E	A, I
Experience of supporting pupils in preparation for end of Key Stage 2 Assessments	D	A, I
Knowledge, skills and abilities		
Ability to build positive relationships with children	E	I
Ability to work as part of a team	E	A, I
Strong communication skills	E	A, I
Ability to relate well to parents/carers	E	I
Ability to supervise and assist pupils	E	I
Time management skills	D	I
Organisational skills	E	I
Knowledge of classroom roles and responsibilities	E	I
Knowledge of the concept of confidentiality	E	I
Knowledge of The National curriculum	E	I
Ability to plan and deliver intervention programmes	E	I
Ability to make effective use of ICT	E	I
Ability to assess children’s development	E	I

Ability to plan and deliver work programmes	E	I
Flexible attitude to work	E	I
Other (including special requirements)		
1. Commitment to safeguarding and protecting the welfare of children and young people	E	I
2. Commitment to equality and diversity	E	I
3. Commitment to health and safety	E	I
4. Commitment to attendance at work	E	I
5. Commitment to undertake in-service development	E	I
Prepared by: Lee Dougan, Headteacher Date: October 2026		
Note: We will always consider your references before confirming a job offer in writing.		