| Post Number |  |
| --- | --- |
| Job Title | Teaching Assistant – Level 3 |
| Department | Dawpool Primary School |
| Prepared by and date | 26th September 2025 |
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**Employee Specification Form**

Listed below are the **personal attributes** required to fulfil the duties listed in the Job Description (M03).

| Essential Personal Attributes | Stage Identified |  | Desirable Personal Attributes | Stage Identified |
| --- | --- | --- | --- | --- |
| Qualifications   * NVQ Level 2 or 3 for Teaching Assistants or equivalent (e.g. CACHE Level 2 or 3 BTEC National Diploma, Level 2 or 3 Supporting Teaching & Learning in Schools * Good literacy, numeracy, and ICT skills (GCSE Grade C/4+ or equivalent) | App |  | * Evidence of further CPD related to supporting learning in KS2 Paediatric First Aid qualification * Relevant training in specific interventions * ASC training | App |
| Experience   * Experience of working with primary-aged children, preferably within KS2 * Experience working with children with Special Educational Needs * Experience supporting groups and individuals to accelerate progress in English and Maths * Experience managing behaviour in line with school policy | App/Int |  | * Experience of leading whole class cover sessions * Experience of providing PPA cover for teachers * Experience delivering evidence-based interventions * Experience supporting children with a range of SEND needs (e.g. ASD, ADHD, SEMH) We don’t need this here if it is in the essential section as well. | App/Int |
| Knowledge and skills   * Good understanding of the KS2 curriculum and age-related expectations * Awareness of safeguarding responsibilities and procedures * Understanding of positive behaviour management strategies * Knowledge of effective strategies to support children with barriers to learning * Confident in supporting whole class learning and stepping in for short-term teacher absence | App/Int |  | * Awareness of current educational initiatives relevant to primary education * Understanding of trauma-informed or attachment-aware approaches. * Familiarity with assessment for learning (AfL) techniques * Experience of leading small group interventions | App/Int |

| * Able to deliver planned learning to groups or individuals effectively * Effective use of IT to support learning * Strong communication skills with adults and children * Ability to reflect on practice and respond positively to feedback * Able to work collaboratively within a team and show initiative |  |  |  |  |
| --- | --- | --- | --- | --- |
| Special Requirements Or Personal Qualities   * Supportive of our Christian ethos * Ability to work closely as a member of a team. * Committed to whole school events. * Warm, nurturing, and patient approach * High expectations for children’s learning and behaviour * Flexible, reliable, proactive, and organised * Committed to inclusion and equality of opportunity | App/Int |  | * Keen to develop professionally and take on new responsibilities * Willingness to contribute to the wider school life | App/Int |