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

 **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
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|  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  |