



Employee Specification Form

Post Number	E558/82/02
Job Title	Teaching Assistant Level 2
Department	Education
Prepared by and date	C.Duncan March 2026

Important - Study "Explanatory Notes" printed overleaf before completing form

Essential Personal Attributes	Stage Identified	Desirable Personal Attributes	Stage Identified
Qualifications <ul style="list-style-type: none"> NVQ Level 2 or higher for Teaching Assistants or equivalent 	App/ Int		App
Experience <ul style="list-style-type: none"> To have worked in primary school environment To have experience of working with Special Need pupils, including ASD and Learning Difficulties 	App/ Int	<ul style="list-style-type: none"> Previous experience of KS1 and/or Foundation Stage Worked in a special school or social communication base Preparation of learning resources 	App/ Int
Knowledge and skills <ul style="list-style-type: none"> Understanding of a wide range of Special Educational Needs Good understanding of effective strategies which support ASD pupils in the classroom. Good literacy and numeracy skills Understanding of basic IT skills: to support learning Good communication skills: to be able to relate well with children and adults Basic understanding of child development and learning Experience of supporting small groups of children to enhance learning Positive behaviour management skills 	App/ Int	<ul style="list-style-type: none"> Working with Complex Learning Difficulties First aid training To have an understanding of the National Curriculum and EYFS curriculum Understanding of PECs and non verbal communication. Team Teach training 	App/ Int
Special Requirements <ul style="list-style-type: none"> Resilient when working with children with complex needs 	App/	<ul style="list-style-type: none"> A willingness to contribute to the wider life of the school 	App/

<ul style="list-style-type: none"> • Reliable and willing to go the extra mile • Enthusiasm to work with special need pupils • Highly motivated and organised • Good interpersonal skills • Ability to work as part of a team and use own initiative • Understanding of Safeguarding • Ability to be flexible • To have a good sense of humour • To be able to run a lunchtime club 	Int	<ul style="list-style-type: none"> • D1 category on Driving Licence and a willingness to drive the school minibus if required 	Int
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Employee Specification Form

These notes should be studied carefully before completing the form overleaf.

List the personal attributes required to fulfil the duties listed in the job description.

They must be:

- set at a level appropriate to the work to be done and *not* higher than necessary
- stated clearly and specifically
- entirely job related

Essential or Desirable

- Essential

Those requirements without which a candidate would be simply unable to do the job.

Any candidate who does not meet the essential requirements must be rejected.

Examples could be the possession of current driving licence or relevant qualification.

- Desirable

Those requirements which are desirable, but not essential.

A candidate should not be rejected for failing to meet any single desirable requirement.

Examples for certain jobs could be local government experience or knowledge of new technology.

Personal Attributes

- Qualifications

What qualifications, if any, should the postholder possess?

To what level

- Experience

What experience, if any, is relevant?

- Knowledge and Skills

Is there any knowledge (other than that covered by qualifications listed) or skills which are relevant? What should the postholder be able to do?

Do not list attributes which cannot be measured, eg “pleasant personality”, “flexible outlook”. Identify only what the postholder needs to do that requires him/her to be pleasant and flexible. Is it that the person needs to communicate effectively with callers (pleasant) or will need to work flexible hours (flexible).

Try to specify the levels of skills that are required, eg if numeracy is specified as a requirement, you should indicate the levels of skill, ie keeping records of petty cash or able to control and monitor substantial budgets.

- Special Requirements

Are there any conditions of service which differ from the norm and with which the postholder must comply? eg live-in requirements, flexible working hours, weekend working.

Stage Identified

Indicate at which stage in the selection process the personal attribute is to be identified, eg application form, interview, tests, references, etc