



CENTRAL LEARNING  
PARTNERSHIP TRUST

# Personal Specification

## Teaching Assistant – Level 2

**RESPONSIBLE TO:** Headteacher

**SALARY SCALE:** Grade 3 CLPT07 to CLPT11

**WORKING HOURS:** 32.50 hours per week, term time only  
specified period.

**LOCATION:** Riversides School, Spring Gardens. The postholder may be required to work at another one of our schools from time to time

This personal specification outlines the main attributes needed to adequately perform the post specified. In drawing together the specification, a critical examination of the job description has been undertaken to pinpoint those elements of the post deemed as essential.

A personal specification is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

	<b>Essential</b>	<b>Desirable</b>	<b>How identified</b>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>GCSE passes in English &amp; Maths or equivalent.</li><li>NVQ 2 for learning support assistants or equivalent qualifications or experience.</li></ul>	<ul style="list-style-type: none"><li>Educated at an A Levels/ Degree level qualification</li></ul>	<ul style="list-style-type: none"><li>Formal possession of an appropriate qualification to be verified at interview or from records.</li><li>Employment history record.</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>Experience of working with children in education.</li><li>Experience of working with small groups.</li><li>Experience of working with National Curriculum objectives.</li><li>Experience of working within a team.</li></ul>	<ul style="list-style-type: none"><li>Successful experience of working with children in a SEND environment</li></ul>	<ul style="list-style-type: none"><li>Application Form and Interview.</li></ul>
<b>Training</b>	<ul style="list-style-type: none"><li>Completion of a Level 2 Teaching Assistant qualification or equivalent.</li><li>Basic safeguarding training and understanding of child protection policies.</li></ul>	<ul style="list-style-type: none"><li>Experience of additional training in supporting children with SEND.</li><li>First aid training or willingness to undertake it.</li><li>Paediatric/First aid training</li></ul>	<ul style="list-style-type: none"><li>Application Form</li></ul>

<b>Special Knowledge</b>	<ul style="list-style-type: none"> <li>Knowledge about National Curriculum.</li> <li>Ability to clearly interpret oral or written information.</li> <li>Good organisational skills to include prioritisation of work and ensuring deadlines are met.</li> <li>Ability to communicate in a clear and logical manner.</li> <li>Awareness of the need to maintain sensitive information and records securely in order to prevent inappropriate access.</li> <li>Ability to develop working relationships outside the immediate working team.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge and ability to use computer applications to include word processing, spreadsheets, databases etc.</li> <li>Knowledge and experience of working with children with SEND</li> <li>An understanding of the varied needs of children as they develop socially and academically</li> </ul>	<ul style="list-style-type: none"> <li>Application Form and Interview.</li> </ul>
<b>Practical and Intellectual Skills</b>	<ul style="list-style-type: none"> <li>Good organisational skills to include prioritisation of work and ensuring deadlines are met</li> <li>Ability to work with attention to detail and accuracy eg, completing documentation, maintaining filing systems</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of effective behaviour strategies.</li> </ul>	<ul style="list-style-type: none"> <li>Application form, Interview and References</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Smart appearance.</li> <li>Good attendance record.</li> <li>An understanding of and commitment to equal opportunities issues both within the workplace and the community in general.</li> <li>Conscientious, honest and reliable.</li> <li>Good timekeeper.</li> <li>Positive approach to dealing with other adults both internal and external and work colleagues.</li> <li>Positive and constructive approach to team working.</li> </ul>	<ul style="list-style-type: none"> <li>A positive and proactive attitude towards supporting children's learning and well-being.</li> </ul>	<ul style="list-style-type: none"> <li>Interview &amp; References.</li> </ul>
<b>Commitment</b>	<p>Should have a commitment to:</p> <ul style="list-style-type: none"> <li>all children at the school</li> <li>continuing the process of raising standards</li> <li>maintaining high expectations and helping children of all abilities to reach their full potential</li> <li>working in a multicultural Trust with a genuine commitment to equal opportunities, involving parents in the life of the school</li> </ul>		

<b>Legal Requirements and safeguarding</b>	<ul style="list-style-type: none"> <li>• Enhanced DBS Clearance</li> <li>• Overseas criminal check (if required)</li> <li>• Self-Declaration Form</li> <li>• Right to work in the UK</li> </ul>		<ul style="list-style-type: none"> <li>• DBS clearance</li> <li>• Self declaration</li> <li>• References</li> <li>• Right to work document</li> </ul>
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**Declaration**  
**Learning Support Assistant (Level 2)**  
I accept this personal specification.

<b>Print Name:</b>	
<b>Signature:</b>	
<b>Date:</b>	

*The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK.*

*CLPT is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All staff are expected to be committed to the Equal Opportunities Policy.*