

Employee Specification Form

Job Title	Level 2 Teaching Assistant
Department	Overchurch Junior School
Prepared by and date	Anne Sheridan - March 2022

Essential Personal Attributes		Stage Identified	Desirable Personal Attributes	Stage Identified
Qualifications	<ul style="list-style-type: none"> NVQ Level 2 for teaching assistants or equivalent Minimum English and Mathematics G.C.S.E Grade C+ (or equivalent) 	App/letter	<ul style="list-style-type: none"> First Aid qualification Evidence of attendance at a range of in-service training Certificate or Diploma in Childcare and Education. Qualifications relevant to working with children with specific needs 	App
Experience	<ul style="list-style-type: none"> Experience of working with children across the primary age phase Working with children with SEND in an education setting. Experience of leading/supporting phonics sessions 	App/letter	<ul style="list-style-type: none"> Experience of working with children who have Autistic Spectrum Disorder and/or ADHD Experience of using/leading a range of intervention programmes 	App/letter
Knowledge and skills	<ul style="list-style-type: none"> Good communication skills Ability to work constructively as part of a team, understanding staff roles and responsibilities and own position alongside these roles Knowledge of child protection / safeguarding procedures Knowledge and heightened awareness of confidentiality and data protection Knowledge of basic ICT to support learning 	App/letter	<ul style="list-style-type: none"> Evidence of working collaboratively with other staff to raise standards and pupil outcomes Knowledge of speech and language programmes Knowledge and understanding of inclusion within every aspect of the school and the classroom 	App/letter
Special Requirements	<ul style="list-style-type: none"> Ability to work as a member of a team giving and receiving feedback and acting upon this. Be flexible, have drive and enthusiasm Be self motivated, have good organisational skills with an ability to meet deadlines Have good time management and be able to prioritise issues A sense of humour, optimism and team spirit 	Letter/Int	<ul style="list-style-type: none"> Willingness to support extra curricular activities and events 	Letter/Int