



Job title	Grade	School	Location
SEND Teaching Assistant Level 2	2A	Irlam Endowed Primary School	Chapel Road, Irlam, M44 6EE

Note to manager

In completing this form you are setting the expected standard for the person you need for this job on this occasion. Once completed, it will help to create your shortlist of candidates and to devise the questions you ask at interview. Please describe the criterion in ways that are both accurate and capable of being tested. Above all, the requirements must be job related and non-discriminatory. The job description, person specification and advertisement must be consistent. Each of the criteria must be identified under the **Essential** or **Desirable** headings. Whilst all criteria are important, those marked **Essential** must be met before an interview can be offered. (See Section 6 of the Recruitment and Selection Code of Practice for more information on producing a person specification)

Note to applicants

Whilst all criteria below are important, those under the **Essential** heading are the key requirements. You should pay particular attention to these areas and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

(*See key overleaf)

Essential criteria	Necessary requirements – skills, knowledge, experience etc.	* M.O.A.
1.	Displays commitment to the protection and safeguarding of children and young people.	A/I
2.	Has a solid understanding of safeguarding and child protection, including schools' and staff members' duties in keeping children safe.	A/I
3.	Understands classroom roles and responsibilities, including how to work effectively with and feedback to teaching staff.	A/I
4.	Supervises and provides particular support for pupils' needs, ensuring their safety and access to learning activities.	A/I
5.	Promotes the inclusion and acceptance of all pupils, especially those with special educational needs.	A/I
6.	Holds challenging and demanding expectations of all children and promotes the school's values of kindness, diversity, resilience and respect.	A/I
7.	Has the ability to promote independence and confidence from all children regardless of any additional need.	A/I
8.	Be an excellent role model to all with the ability to work well as part of a team.	A/I
9.	Holds or is willing to work towards a relevant qualification (e.g. an apprenticeship)	A/I

Essential criteria	Necessary requirements – skills, knowledge, experience etc.	* M.O.A.
10.	Competent numeracy and literacy skills (both spoken and written) to support children across the whole primary phase (Nursery to Year 6)	A/I
11.	General understanding of the foundation stage and National Curriculum expectations.	A/I
12.	Ability to use ICT and technology to support and enhance children's learning.	A/I
13.	Ability to work using own initiative and without supervision.	A/I
14.	Ability to reflect on own practice and seek opportunities to develop own practice.	A/I
15.	Ability to work constructively as part of a team, understanding classroom roles and responsibilities and own position within this dynamic.	A/I

Desirable criteria	Necessary requirements – skills, knowledge, experience etc.	* M.O.A.
1.	Previous experience of working successfully with children with SALT, ASD, SEMH or other special educational needs.	A/I
2.	Experience of working successfully with children on both an individual basis and in small groups as directed by teaching staff.	A/I
3.	First Aid Qualification.	A/C
4.	Team Teach Qualification.	A/C
5.	GCSE English and maths to grade C or above.	A/C

Completed by	Date	Approved by	Date
Benjamin Lynch	10.04.2026	SLT	10.04.2026

Method of assessment (* M.O.A.)

A = Application form, **C** = Certificate, **E** = Exercise, **I** = Interview, **P** = Presentation, **T** = Test, **AC** = Assessment centre