



WOODFIELD PRIMARY SCHOOL
Teaching Assistant – Level 2
Person Specification

Applicants should be able to provide evidence that they have the necessary personal skills and attributes required by the post.

1. APPLICATION FORM AND LETTER

The application form and support letter should be fully completed and free from error. The letter should be clear, concise and related to the specific post. Please do not send a CV.

1. TRAINING AND QUALIFICATIONS

	Essential or Desirable	Evidence A: Application I: Interview R: Reference
Basic level of literacy and numeracy	E	A/I
Excellent literacy and numeracy skills – hold appropriate GCSE or equivalent qualification to undertake the tasks of the post	D	A
Willingness to undertake further relevant training	E	A/I
Holds or willing to undertake basic first aid training	E	A/I
NVQ Level 2 or equivalent qualification or comparable level of experience	E	A/I

2. SKILLS AND EXPERIENCE

	Essential or Desirable	Evidence A: Application I: Interview R: Reference
Experience of working and interacting with children of a relevant age and/or learning need	E	A
Experience of interacting with children in play-based learning to support their learning and development	D	A/I
Ability to support and manage children's behaviour effectively	E	A/I
Experience of supporting children's learning in small group or 1:1 situations	E	A/I/R
Knowledge or experience of supporting children in structured phonics programmes	D	A/I
Experience of working with children who are neurodiverse	D	A/I

3. KNOWLEDGE AND UNDERSTANDING		
	Essential or Desirable	Evidence A: Application I: Interview R: Reference
A knowledge of the national/foundation stage curriculum and other basic learning programmes	D	A/I
Knowledge of basic Health and Safety	E	A/I
Understanding of how to use age-appropriate equipment and resources	D	A/I
Knowledge of children's games and activities	D	A/I
Basic understanding of child development and learning processes	E	A/I
Understanding of relevant policies, codes of practice and awareness of relevant legislation	D	A/I

4. PERSONAL SKILLS AND ATTRIBUTES		
	Essential or Desirable	Evidence A: Application I: Interview R: Reference
Professional appearance and manner, with the ability to promote a positive ethos in school	E	A/I/R
Ability to work under supervision and as a team member	E	A/I/R
Effective communication skills	E	A/I/R
Strong organisational and self-management skills	E	A/I/R
Able to converse respectfully and at ease with all stakeholders in accurate spoken English	E	A/I/R
Adaptability to changing circumstances and new ideas	E	A/I/R
Ability to seek and receive advice and support when necessary	E	A/I/R
Good standard of written English	E	A/I/R
Commitment	E	A/I/R
The ability to work as a member of a team	E	A/I/R

5. CONFIDENTIAL REFERENCES AND REPORTS	
	Essential
Written references only (including e mail)	✓
Professional references should provide a strong level of support for relevant professional and personal knowledge, skills and abilities referred to above	✓
Recommendation from current employer/ college	✓