Lancashire County Council

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Person specification form** | | | | |
| **Job title:** Teaching Assistant | | | **Grade:** 5 SCP 6 - 11 | |
| **Directorate:** Children and Young People | | | **Post number:** | |
| **Establishment or team: Willow Tree Federation** | | | | |
| **Requirements**  **(based on the job description)** | | **Essential (E)**  **or**  **desirable (D)** | | **To be identified by: application form (AF),**  **interview (I),**  **test (T), or**  **other (give details)** |
| **Qualifications** | |  | |  |
| NVQ level 2 or above teaching assistant qualification | | D | | AF |
| English GCSE or Equivalent | | D | | AF |
| Maths GCSE or Equivalent | | D | | AF |
| **Experience** | |  | |  |
| Working experience of working with or caring for children in a school setting | | D | | AF |
| Working experience of working across different stages of school, but in particular KS1. | | E | | AF |
| Experience of Administrative work | | D | | AF |
| Active experience of supporting pupils with SEND/ EAL and children with additional pastoral needs. | | E | | AF |
| **Knowledge, skills and abilities** | |  | |  |
| Ability to operate at a level of understanding and competence equivalent to NVQ Level 2 standard or above | | E | | AF/ I |
| Ability to relate well to children | | E | | AF/ I |
| Ability to work as part of a team | | E | | AF |
| Good communication skills | | E | | AF/ I |
| Ability to supervise and assist pupils | | E | | AF/ I |
| Time management skills | | E | | I |
| Organisational skills | | E | | I |
| Knowledge of classroom roles and responsibilities | | E | | I |
| Knowledge of the concept of confidentiality | | E | | I |
| First Aid Certificate | | D | | AF |
| Food Hygiene Certificate | | D | | AF |
| Administrative skills | | D | | AF/ I |
| Knowledge of the National Curriculum | | D | | I |
| Working knowledge of SEND | | E | | AF/I |
| Good numeracy and literacy skills | | E | | AF/I |
| Ability to make effective use of ICT | | E | | AF |
| Flexible attitude to work | | E | | AF/ I |
| **Other** (including special requirements) | |  | |  |
| 1. Commitment to safeguarding and protecting the welfare of children and young people | | E | | I |
| 1. Commitment to equality and diversity | | E | | I |
| 1. Commitment to health and safety | | E | | I |
| 1. Commitment to attendance at work | | E | | I |
| 1. Commitment to undertake in–service development | | E | | I |
| **Prepared by:** | Lucy Naylor (Headteacher) | **Date:** | | 25.09.25 |
| **Note: We will always consider your references before confirming a job offer in writing**. | | | | |