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**. |