WINDHILL PRIMARY SCHOOL

Teaching Assistant Person Specification: Early Years (2026)

FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Qualifications	• Be able to demonstrate levels of numeracy and literacy to GCSE [A-C] • NVQ Level 2/3 for Teaching Assistants	• Willingness and ability to obtain and/or enhance qualifications and training for development in the post.	▪ Application Form ▪ Certification
Experience	• Previous experience working in an educational environment with children • Experience of working with individuals and groups of pupils to support, motivate and develop their learning	• Training or expertise in a relevant curriculum or other learning area (e.g. ICT, maths or literacy) • Experience of working with children in EYFS • Experience of supporting pupils with an EHCP or specific SEN need	• Application Form • Interview
Knowledge and Skills	• Excellent literacy/numeracy skills • Knowledge of safeguarding and child protection procedure • Knowledge of National Curriculum/ Development Matters and other learning programmes/strategies • Good understanding of school policies and procedures and awareness of relevant legislation • Ability to recognise when a child may need additional support and communicate appropriately	• Knowledge of SEND • Knowledge of specific strategies for supporting communication, interaction or emotional regulation	• Application Form • Interview • References
Personal Qualities	• Have empathy with those facing barriers to their learning • Motivated, enthusiastic and flexible • Excellent interpersonal skills • Good sense of humour • Ability to provide calm, patient and consistent support • Ability to self-evaluate own practice and learning needs and actively seek learning opportunities • Ability to give, receive and act on feedback • Strong attention to detail and clarity • Kind, caring, patient and nurturing	• Willingness to offer extra-curricular provision	• Application Form • Interview • References