

Lancashire County Council

Person specification form		
Job title: Teaching Assistant (EYFS)	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 qualification in Childcare/ EYFS or higher level qualification.	D	AF
English GCSE or Equivalent	D	AF
Maths GCSE or Equivalent	D	AF
Experience		
Experience of working with or caring for children in a school setting	D	AF
Experience of working across different stages of school, but in particular Early Years Foundation Stage.	E	AF
Experience of Administrative work	D	AF
Experience of supporting pupils with SEND/ EAL and children with additional pastoral needs.	D	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	D	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
2. Commitment to equality and diversity	E	I
3. Commitment to health and safety	E	I
4. Commitment to attendance at work	E	I
5. Commitment to undertake in-service development	E	I
Prepared by: Lucy Naylor (Headteacher)	Date: 23.05.2024	
Note: We will always consider your references before confirming a job offer in writing.		