



Person Specification for the post of Higher Level Teaching Assistant

	ESSENTIAL	DESIRABLE	EVIDENCE FROM
Qualifications	<ul style="list-style-type: none"> • GCSE level C or equivalent in both English Language and Mathematics or • NVQ Level 3 in Supporting Teaching and Learning, Child Care or equivalent • HLTA Qualification 	<ul style="list-style-type: none"> • A relevant qualification in Childcare and/or Education • HLTA qualification- or achieve this by Easter 2021 	<ul style="list-style-type: none"> • Certificates at interview
Previous Experience	<ul style="list-style-type: none"> • Experience of working in a primary school with children across Key Stage 1 • Previous experience as a teaching assistant working with whole class activities • Planning, preparing and delivering lessons across a key stage • Giving effective feedback and marking work • Contributing to formal assessment of children • Supporting children with a range of behaviour challenges 	<ul style="list-style-type: none"> • Experience and knowledge of the Early Years curriculum and end of year objectives 	<ul style="list-style-type: none"> • Application form • References • Interview
Professional Skills & Experience	<ul style="list-style-type: none"> • Prepared to undertake in-service training in order to increase knowledge, skills and keep abreast of educational developments • Able to establish positive and constructive relationships with children, staff and parents • Good communication and interpersonal skills • Ability to work with minimum supervision • Positive attitude to the job and show pride in work • Positive approach to behaviour management • Training in STEPS and/or Team Teach • Ability to recognise and resolve or report problems • Ability to anticipate- be one step ahead • Ability to give clear and direct instructions • Be able to organise and implement planning • Computer literate • Excellent written skills 	<ul style="list-style-type: none"> • Ability to liaise effectively with colleagues • Ability to use initiative • Willingness to undertake training in STEPS/Team Teach 	<ul style="list-style-type: none"> • Application form • References • Interview
Knowledge	<ul style="list-style-type: none"> • The complex and varying needs of young children • Child development and the ways in which children learn • The roles by various adults in a child's education • Behaviour management strategies • Safeguarding 		<ul style="list-style-type: none"> • Application form • References • Interview

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Personal Qualities	<ul style="list-style-type: none"> • Ability to lead by example- being a good role model • Flexible approach to work • Awareness of the importance for confidentiality • Has initiative and uses this well • Is patient, kind and caring • Ability to work with a variety of different people • Enthusiasm and energy to work as part of a team. • Committed to providing a high quality service • Good attendance record • Projects professional image for the school • Enhanced DBS 		<ul style="list-style-type: none"> • Application form • References • Interview
Equal Opportunities	<ul style="list-style-type: none"> • Commitment to, and understanding of, the principles of Equal Opportunities for all, in employment and the delivery of services. 		<ul style="list-style-type: none"> • Application form • References • Interview