



**PERSON SPECIFICATION: Higher Level Teaching Assistant (HLTA)**

	<b>Essential</b>	<b>Desirable</b>	<b>Measured by</b>
<b>Qualifications/ Training</b>	<ul style="list-style-type: none"> <li>Educated to GCSE Standard at Grade A* – C for a minimum of 5 GCSEs including Mathematics and English, or equivalent qualifications.</li> <li>NVQ Level 3 Teaching Assistant qualification or equivalent qualification or experience</li> <li>Willingness to undertake any further training relevant to the role</li> </ul>	<ul style="list-style-type: none"> <li>Further professional qualifications</li> <li>Evidence of related training</li> <li>First Aid qualification.</li> </ul>	A/Q
<b>Experience</b>	<ul style="list-style-type: none"> <li>Three years' experience of working to support children's learning gained in a relevant environment</li> <li>Numeracy/Literacy skills equivalent to GCSE grade C and above</li> <li>Collaborative working within a team</li> </ul>	<ul style="list-style-type: none"> <li>Liaison with personnel from Support Services</li> <li>Contribution to Learning Passports/Student profiles</li> <li>Experience of close liaison with parents/carers</li> <li>Experience of working with external services to ensure appropriate support is in place</li> </ul>	A/I
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>Full working knowledge of relevant policies/codes of practice</li> <li>Committed to safeguarding and promoting the welfare of children and young people</li> <li>An understanding of curriculum matters and the ability to contribute effectively to curriculum development, planning, evaluation and implementation</li> <li>Understanding of areas of learning, e.g. literacy, SEN</li> <li>Understanding of the English curriculum KS3/KS4</li> <li>Understanding of principles of child development and learning processes</li> <li>Ability to plan effective actions for pupils at risk of underachieving</li> <li>Use of learning technologies</li> <li>Knowledge of a range of classroom behaviour strategies</li> </ul>	<ul style="list-style-type: none"> <li>Awareness of requirements of SEN and disability legislation</li> </ul>	A/I
<b>Skills</b>	<ul style="list-style-type: none"> <li>High standard of interpersonal and oral/written communication skills</li> <li>Effective use of ICT to promote, support and enhance teaching and learning</li> <li>Well-developed interpersonal skills to be able to relate well to a wide range of people</li> <li>Good communication skills</li> </ul>	<ul style="list-style-type: none"> <li>Good ICT skills for learning and administrative requirements.</li> </ul>	A/I A/I I
<b>Person Characteristics</b>	<ul style="list-style-type: none"> <li>Ability to make relationships easily with young people and adults</li> <li>Ability to motivate students and engage them with their learning</li> <li>Ability to defuse difficult situations</li> <li>Ability to represent student needs to others</li> <li>An enthusiastic approach to working with students</li> <li>Ability to work flexibly and respond to developing needs</li> <li>Reliability and integrity</li> <li>Humour and resilience</li> </ul>		A/I

Measured by Key:

**A: Application form/letter**

**Q: Qualification Check**

**I: Interview**