

Person Specification

Higher Level Teaching Assistant (Level 4) Grade 7 SCP 12-17

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ➤ GCSE or equivalent in English and Maths 	<ul style="list-style-type: none"> ➤ Higher Level Teaching Assistant (HLTA) status ➤ First Aid qualification ➤ Teaching Assistant Induction Training
Work or relevant experience	<ul style="list-style-type: none"> ➤ Experience of administration support ➤ Ability to plan and organise effectively ➤ Ability to work with small groups or an individual pupil ➤ Ability to supervise whole classes 	<ul style="list-style-type: none"> ➤ At least 6 years relevant experience working in an educational setting
Knowledge and understanding	<ul style="list-style-type: none"> ➤ An in-depth and detailed knowledge of school-based education including child development ➤ National learning strategies including Literacy and Numeracy ➤ Non-school based support agencies 	

<p>Skills and Abilities (relevant to post)</p>	<ul style="list-style-type: none"> ➤ Good communication skills and ability to relate well to children, staff and parents ➤ Evidence of working well as part of a team ➤ ICT and the willingness to update skills and undertake further training ➤ Ability to plan, prepare and deliver learning activities to groups and whole classes ➤ Management skills ➤ Ability to train, supervise and develop other staff ➤ Sufficiently fluent in spoken English to ensure effective performance in the role 	<ul style="list-style-type: none"> ➤ Specialist skills, training or experience e.g. Art, Music, ICT, display etc.
<p>Personal Qualities</p>	<ul style="list-style-type: none"> ➤ Ability to bring to the role, initiative, enthusiasm and commitment ➤ Flexibility and reliability ➤ Willingness to develop skills with further training 	
<p>Special Conditions</p>	<ul style="list-style-type: none"> ➤ Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check 	