**Sedgefield Community College**

**Higher Level Teaching Assistant (HLTA)**

**Person Specification/Selection Criteria**

Please ensure that your read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

**Key**

E-Essential, D-Desirable, A-Application, I-Interview, R-Reference.

|  |  |  |
| --- | --- | --- |
|  | Essential/Desirable | Assessment |
| **Qualifications** |  |  |
| GCSE English and Maths (Grade B or above). | E | A |
| Degree or equivalent in English or related subject (or working towards this qualification). | E | A |
| Either qualified teacher or HLTA status when taking up post. | E | A |
| **Knowledge / Skills / Abilities** | | |
| Experience of operating in a support role within a Secondary school. | D | A/I |
| Evidence of working closely with students of mixed ability. | D | A/I |
| Practical knowledge of policies and procedures relevant to child protection and health and safety. | D | A/I |
| Experience of delivery of English lessons to full classes at either/both key stage 3 and/or 4. | D | A/I |
| Experience of delivering English lessons to groups of students at key stage 3. | D | A/I |
| High expectations of all students. | E | A/I/R |
| High personal and professional standards and therefore a suitable role model for students. | E | A/I/R |
| Strong communication skills – orally and in writing | E | A/I/R |
| Ability to be inclusive with colleagues and students | E | A/I/R |
| Ability to inspire interest and excitement in the English curriculum and particularly reading. | E | A/I/R |
| Commitment to extra-curricular activities. | E | A/I/R |
| Ability to use modern technologies to engage and inspire. | E | A/I/R |
| Trained First Aider or willingness to train and operate as a First Aider. | E | A |
| **Disposition/personal qualities** | | |
| Ability to work hard with competing deadlines, prioritising appropriately, and maintaining good humour and positivity. | E | A/I/R |
| Ability to build supportive working relationships with colleagues, supporting team work and collaborative working. | E | A/I/R |
| A commitment and a determination to ensuring high achievement for all pupils. | E | A/I |
| An effective team member who demonstrates a willingness to play a positive role in areas beyond his/her specific responsibilities. | E | A/I |
| Excellent interpersonal skills. | E | A/I |
| A willingness to contribute to the wider life of the school. | E | A/I |

**Any offer of employment will be subject to receipt of an Enhanced Disclosure and Barring Service Check.**

**Sedgefield Community College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**