PERSON SPECIFICATION- Higher Level Teaching Assistant

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, indicating experience and where appropriate citing supporting examples within their application.

Qualifications & Training	**Essential/Desirable**	**How Identified**
❑ Training in relevant learning strategies e.g. Literacy	**E**	Application form/Interview/ Task (if applicable)
❑ Higher Level Teaching Assistant status	**E**	
❑ Level 2 Literacy and Numeracy	**E**	
❑ Specialist skills/training in curriculum or learning area, e.g. bi-lingual, sign language, ICT	**D**	
❑ Completion of relevant safeguarding training	**D**	
Skills & Knowledge	**Essential/Desirable**	**How Identified**
❑ Knowledge and experience in relevant Key Stage	**E**	Interview/ Application form/ Oral Presentation /Task/ References
❑ Excellent written and oral communication skills	**E**	
❑ Able to persuade, influence and gain co-operation	**E**	
❑ Excellent presentation skills	**E**	
❑ Working knowledge of relevant polices/codes of practice/legislation within a classroom setting	**E**	
❑ Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies	**E**	
❑ Good understanding of child development and learning processes	**E**	
❑ Able to organise, lead and motivate a team and to work constructively as part of a team	**E**	
❑ Awareness of relevant legislation relating to child protection and safeguarding	**E**	
❑ Working knowledge of the current issues facing education with specific reference to the workplace	**D**	
❑ Understanding of classroom roles and responsibilities	**D**	
❑ Excellent ICT skills and ability to use them effectively to support learning	**D**	
Experience	**Essential/Desirable**	**How Identified**
❑ Leadership and people management skills	**E**	

❑ Ability to prioritise workload effectively to meet deadlines	**E**	Application form/Interview/ Task (if applicable)
❑ Excellent communication and inter-personal skills, including tact and diplomacy	**E**	
❑ Working with children of relevant age in a learning environment	**E**	
❑ Experience of implementing national curriculum and other relevant learning programmes/strategies	**E**	
❑ Using/implementing behaviour management strategies	**E**	
❑ Experience of advancing pupils' learning in a range of classroom settings, including working with individuals, small groups and whole classes where the assigned teacher is not present	**E**	
❑ Organising and managing the physical teaching space and selecting and preparing teaching resources	**E**	
❑ Producing lesson plans, worksheet plans, etc.	**E**	
❑ Administering, assessing and marking tests	**E**	
❑ Invigilating internal and external examinations, under supervision	**D**	
❑ Using ICT to support learning activities	**D**	
❑ Experience of following safeguarding policy within an education setting	**D**	
Personal Attributes	**Essential/Desirable**	**How Identified**
❑ A supportive and co-operative team member	**E**	Application form/Interview/ Task (if applicable)
❑ Standards driven	**E**	
❑ Committed to the safeguarding of children	**E**	
❑ Able to respond effectively to problems	**E**	
❑ Able to respond positively to change	**E**	
❑ Excellent time management	**E**	
❑ Committed, confident, conscientious and enthusiastic	**E**	
❑ Committed to achieving further professional development	**E**	
❑ Constantly improving own practice/knowledge through self-evaluation and learning from others	**E**	
❑ Committed to equal opportunities in all school activities	**E**	
❑ Ability to work outside normal academy hours in line with academy and community needs	**E**	
❑ Ability to travel to multi-site locations across the Trust	**E**	

Equal Opportunities	Essential/Desirable	How Identified
❑ Candidates should indicate an acceptance of, and a commitment to, the principles of the Academy's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the community	**E**	Application form/Interview/ Task (if applicable)
❑ Commitment to equal opportunities policies relating to gender, race and disability in an educational context	**E**	
Safeguarding	**Essential/Desirable**	**How Identified**
❑ Commitment to the protection and safeguarding of children and young people	**E**	Application form/Interview/ Task (if applicable)
❑ Has up to date knowledge of relevant legislation and guidance in relation to working with young people	**D**	