

PERSON SPECIFICATION – Higher Level Teaching Assistant



	<b>Essential</b>	<b>Desirable</b>
<b>Education &amp; Experience</b>	<p>Hold relevant qualifications at a level equivalent to at least NQF Level 3.</p> <p>English and maths skills at Level 2 or equivalent (GCSE grade C).</p> <p>HLTA recognised qualification, or the willingness to undertake the qualification.</p> <p>A minimum of two years' experience of working with children in a paid capacity, preferably an education setting.</p>	<p>Evidence of specialism in specific curriculum areas or areas of a particular learning difficulty.</p>
<b>Knowledge &amp; Understanding</b>	<p>Knowledge and understanding of the National Curriculum.</p> <p>Understanding of behaviour management strategies.</p>	<p>Understanding of First Aid procedures</p>
<b>Skills</b>	<p>Effective oral and written communication skills.</p> <p>Excellent interpersonal skills both in working relationship with young pupils and in forming effective professional relationships with a wide range of contacts.</p> <p>Good organisational and time management skills.</p> <p>Sound IT skills to support learning and maintain electronic information systems.</p> <p>Ability to form and maintain appropriate professional relationships and boundaries with children and young people.</p> <p>Ability and willingness to work constructively as part of a team.</p>	

	<p>Ability to supervise pupils effectively both in and out of school in line with the school's behaviour policy.</p> <p>Ability to organise the classroom activities – e.g. preparing and setting out resources.</p> <p>Ability to deal with sensitive information in a confidential manner.</p> <p>Ability to help children and young people to transfer their learning to other parts of their lives.</p> <p>Ability to provide a good role model to young pupils.</p> <p>Ability to use own initiative and work flexibly.</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</p> <p>Ability to adapt lessons for students with SEN/D.</p> <p>Ability to create resources for SEN/D students to supplement lessons.</p>	
<p><b>Personal Attributes</b></p>	<p>Empathy with young people facing barriers to their learning.</p> <p>A commitment to helping young pupils achieve through education and learning.</p> <p>An understanding of, and a genuine commitment to, Equal Opportunities.</p> <p>An excellent record of punctuality and attendance.</p> <p>Ability to work as part of a team.</p> <p>Ability to demonstrate personal integrity.</p> <p>Ability to support the aims and ethos of the school.</p>	

<p>Flexibility in the approach to the work and the demands of the post.</p> <p>Willingness to undertake continuing professional development.</p> <p>An understanding of Health and Safety legislation in the context of an educational environment.</p> <p>An understanding of Safeguarding legislation and its operation in a school environment.</p>	
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