



PERSONAL SPECIFICATION

POST TITLE: Higher Level Teaching Assistant

GRADE: Band 5

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Educational Attainment	<ul style="list-style-type: none"> • Meet HLTA standards or equivalent qualification or experience • Hold relevant qualification • Demonstrable levels of numeracy & literacy equivalent to GCSE (A-C) or NVQ Level 2 	<ul style="list-style-type: none"> • Evidence of further training/Development • First Aid qualification 	<ul style="list-style-type: none"> • Application form • Certificates
Work Experience	<ul style="list-style-type: none"> • Experience in a school environment relevant to the post • Experience of working as a teaching assistant • Experience of working with or caring for children of relevant age 	<ul style="list-style-type: none"> • Experience of working with children with Special Needs • Experience delivering literacy specific interventions such as phonics, vocabulary and/or reading • Experience supporting with administrative tasks linked to literacy for example: administration of reading tests, supporting with organisation of a school library, leading reading clubs 	<ul style="list-style-type: none"> • Application form • Interview • References
Knowledge/	<ul style="list-style-type: none"> • Able to plan and deliver 	<ul style="list-style-type: none"> • Understanding of 	<ul style="list-style-type: none"> • Application

Skills/ Aptitudes	<p>effective lessons when required to cover teacher absence</p> <ul style="list-style-type: none"> • Able to plan and deliver interventions to close gaps in learning relating to: <ul style="list-style-type: none"> - Literacy - SEND - Attendance - Social and emotional <p>So that all pupils can access the curriculum.</p> <ul style="list-style-type: none"> • Knowledge & understanding of the National Curriculum including the literacy and numeracy strategies • Understanding of behaviour management strategies • Effective oral and written communication skills • Excellent interpersonal skills both in working relationship with young pupils and in forming effective professional relationships with a wide range of contacts • Ability to support the school with inclusion 	<p>First Aid procedures</p> <ul style="list-style-type: none"> • Good organisational and time management skills • Sound IT skills to support learning 	<p>form</p> <ul style="list-style-type: none"> • Interview • References • Task observation
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Disposition	<ul style="list-style-type: none"> • Able to form and maintain appropriate professional relationships and boundaries with children and young people • Ability and willingness to work constructively as part of a team • Able to supervise pupils effectively both in and out of school in line with the school's behaviour policy • Able to organise the classroom activities e.g. preparing and setting out resources • Able to deal with sensitive information in a confidential manner • Commitment and vision towards providing high quality teaching and excellent standards of achievement • Able to form good relationships with children, parents/carers and staff • Committed to the principles of equality and diversity 	<ul style="list-style-type: none"> • Willingness to take extracurricular activities • Commitment to training and self-development • Able to work in an imaginative and innovative way • Able to use own initiative and work flexibly 	<ul style="list-style-type: none"> • Application form • Interview • References
Circumstances	<ul style="list-style-type: none"> • Enhanced clearance from the Disclosure and Barring Service 		<ul style="list-style-type: none"> • DBS check