

GLF Schools - Person Specification

Job Title: Higher Level Teaching Assistant		
	Essential	Desirable
Education and Training		
Good General Education including English and Maths at GCSE or equivalent	√	
NVQ Level 2 Teaching Assistant / Supporting Teaching and Learning in Schools or equivalent		√
HLTA qualification	√	
Experience & Skills		
Experience of teaching whole classes	√	
Knowledge of the requirements of the national curriculum	√	
Understanding of behaviour management strategies	√	
Good ICT skills and understand how ICT can be used to support learning	√	
Certificate in First Aid procedures		√
Previous experience as a Higher Level Teaching Assistant	√	
Ability/ experience in thinking through and implementing strategies to enhance pupil learning.	√	
Ability to organise the classroom activities e.g. preparing and setting out resources and implementing strategies for T&L	√	
Able to plan and prioritise regular and irregular tasks	√	
Able to clarify and explain instructions to children	√	
Ability to motivate and engage children	√	
Experience/ability to contribute to discussions on curriculum delivery and classroom planning.		√
Ability to maintain records and children files	√	
Utilise a variety of strategies to engage children and support children in their learning	√	
Personal Attributes		
An effective communicator	√	
Ability to remain professional and maintain confidentiality at all times	√	
Good time management	√	
Trustworthy and approachable	√	
Passionate about positively changing the lives of children	√	
Ability to use own initiative and follow instructions	√	
Ability to work in partnership with parents and teachers	√	
An understanding of and a genuine commitment to Equal Opportunities	√	
Ability to work flexibly and adapt to change	√	
Ability to work independently and as part of a team	√	

The ability to form and maintain appropriate relationships and personal boundaries with children and young people in line the GLF Safeguarding and Child Protection policy and the GLF Staff code of Conduct	√	
Safeguarding		
GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.		