**PERSONAL SPECIFICATION**

**Higher Level Teaching Assistant / Respect Centre Manager**

Please note: The Person Specification is a picture of the education, knowledge, skills and experience to carry out the job. The successful candidate must satisfy all of the essential criteria. Short listing will be in the basis of the criteria indicated by the ‘Application Form’ in the Evidence column.

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| --- | --- | --- |
| **Personal Attributes required**  **(on the basis of the job description)** | **Essential (E)**  **or**  **Desirable (D)** | **To be identified by:**  **(eg application form, interview, reference etc)** |
| **Qualifications** |  |  |
|  |  |  |
| Recognised and relevant NVQ Level 3 qualification or equivalent.  NVQ level 4 qualification or equivalent  Level 2 or equivalent qualification in English/Literacy and Mathematics/Numeracy | E  D  E | A/I  A/I  A/I |
| HLTA status | D | A/I |
| **Experience** |  |  |
|  |  |  |
| Experience of working with children  Experience of working in a classroom environment  Experience of Administrative work  Experience of supporting pupils with challenging behaviour  Staff management experience | E  E  E  E  D | A/I/R  A/I/R  A/I  A/I/R  A/I |
|  |  |  |
| **Knowledge/skills/abilities** |  |  |
|  |  |  |
| Ability to operate at a level of understanding and competence equivalent to NVQ Level 4 standard  Ability to relate well to children  Ability to work as part of a team  Good communication skills  Ability to relate well to parents/carers  Ability to supervise and assist pupils  Time management skills  Organisational skills  Knowledge of classroom roles and responsibilities  Knowledge of the concept of confidentiality  Administrative skills  Knowledge of National curriculum  Knowledge of numeracy and literacy strategies  Ability to make effective use of ICT  Ability to assess children’s development  Ability to plan and deliver work programmes  Ability to organise, lead and motivate a team  Flexible attitude to work | E  E  E  E  E  E  E  E  E  E  E  D  E  E  E  E  E  E | A/I  A/I/R  A/I/R  A/I  A/I  A/I  A/I  A/I  A/I/R  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I/R |
| **Other**  Commitment to undertake in –service development  Commitment to safeguarding and protecting the welfare of children and young people | E  E | A/I  A/I |
|  |  |  |
| **Note: We will always consider references before confirming an offer in writing** |  |  |