**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 equivalentLevel 2 or equivalent qualification in English/Literacy and Mathematics/Numeracy | EDE | A/IA/IA/I |
| HLTA status | D | A/I |
| **Experience** |  |  |
|  |  |  |
| Experience of working with children Experience of working in a classroom environmentExperience of Administrative workExperience of supporting pupils with challenging behaviourStaff management experience | EEEED | A/I/RA/I/RA/IA/I/RA/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 childrenAbility to work as part of a teamGood communication skillsAbility to relate well to parents/carersAbility to supervise and assist pupilsTime management skillsOrganisational skillsKnowledge of classroom roles and responsibilitiesKnowledge of the concept of confidentialityAdministrative skillsKnowledge of National curriculumKnowledge of numeracy and literacy strategiesAbility to make effective use of ICT Ability to assess children’s developmentAbility to plan and deliver work programmesAbility to organise, lead and motivate a teamFlexible attitude to work | EEEEEEEEEEEDEEEEEE | A/IA/I/RA/I/RA/IA/IA/IA/IA/IA/I/RA/IA/IA/IA/IA/IA/IA/IA/IA/I/R |
| **Other**Commitment to undertake in –service developmentCommitment to safeguarding and protecting the welfare of children and young people | EE | A/IA/I |
|  |  |  |
| **Note: We will always consider references before confirming an offer in writing** |  |  |