

Job Title: Higher Level Teaching Assistant Person Specification		
	Essential	Desirable
<b>Professional and Experience</b>		
Experience of working in an educational environment	√	
Experience of working in a school	√	
Experience of leading whole class lessons in the absence of the regular class teacher	√	
Experience of teaching/providing support across all Key Stages 3-5		√
Experience of involvement in extra-curricular activities	√	
A successful track record of improving outcomes for students	√	
Experience of working with students with additional needs	√	
Relevant experience within the subject area based in	√	
<b>Knowledge and Skills</b>		
Provide evidence of fulfilling the Higher Level Teaching Assistant Standards	√	
ICT skills – Proficient in using Microsoft Excel, Word and Powerpoint	√	
ICT skills - Familiarity with SIMS, PARS, Insight		√
Good understanding of assessment frameworks used to monitor and record student outcomes and progress	√	
Understanding of principles of child development and learning processes and barriers to learning	√	
Ability to plan effective actions for students at risk of underachieving	√	
Ability to relate well to children and adults	√	
Effective and clear communication skills	√	
Good administration skills	√	
Able to work to deadlines, use own initiative and keep line manager appraised	√	
Ability to liaise with regular class teachers providing feedback about cover work and classes	√	
Ability to work independently, demonstrating initiative	√	
Receptive to new ideas, approaches and challenges	√	
<b>Qualifications</b>		
GCSE C grade or higher (or equivalent) in Maths and English	√	
A level (or equivalent) qualifications		√
Qualifications or evidence of specialism in specific curriculum area or areas of particular learning difficulty	√	
Higher Level qualifications		√

Teaching qualifications		√
Training in relevant learning strategies e.g. literacy, bi-lingual, sign language, ELSA, ELKLAN		√
Evidence of continuous professional development	√	
<b>Personal Attributes</b>		
Pleasant and welcoming manner	√	
Excellent interpersonal skills	√	
Personal integrity and loyalty, remaining confidential at all times	√	
Ability to work constructively as part of a team, understanding classroom roles and responsibilities and own position with these	√	
Confident and calm approach	√	
Excellent interpersonal skills including forming effective professional	√	
Enthusiasm, drive and a love for the job	√	
Ability to manage time and workload	√	
Proactive and forward thinking	√	
Ability to use initiative	√	
<b>Safeguarding</b>		
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.		