

Our Community — Our Future

A place of excellence where learners are proud of their school and confident of success

Higher Level Teaching Assistant - Person Specification

ATTRIBUTES	DETAILS	ESSENTIAL	DESIRABLE	HOW EVIDENCED
EDUCATION AND EXPERIENCE	• Meet HLTA standards or equivalent experience.	✓		A / I / R
	• Hold relevant qualifications at a level to Level 7 standard.	✓		A / I / R
	• Demonstrate levels of numeracy and literacy equivalent to GCSE (A-C) or NVQ Level 2.	✓		A / I / R
	• Training in relevant strategies eg. intervention programmes/SEN specific training.		✓	A / I / R
	• Previous experience of working with children with special educational needs.		✓	A / I / R / T
KNOWLEDGE AND UNDERSTANDING	• Knowledge of the requirements of the SEN Code of Practice.		✓	A / I / R
	• Knowledge and understanding of national literacy and numeracy strategies.	✓		A / I / R / T
	• Understanding of behaviour management strategies.	✓		A / I / R
	• Knowledge of the diverse needs of children with special educational needs.	✓		A / I / R
	• Knowledge of exam access arrangements and their administration.		✓	A / I / R
SKILLS	• Effective oral and accurate written communication skills.	✓		A / I
	• Excellent interpersonal skills both in working relationships with young people and in forming professional relationships with a wide range of contacts both internal and external.	✓		A / I
	• Good organisational and time management skills.	✓		A / I
	• Secure ICT skills to support learning and in maintaining and accessing electronic records and data.	✓		A / I

Key:

A = Application

R = Reference

I = Interview

T = Task