



Person specification: Higher Level Teaching Assistant and Exam Access Arrangements Coordinator

Criteria	Qualities
Qualifications and training	<ul style="list-style-type: none">- GCSE or equivalent level, including at least a Grade C (or 5) in English and Mathematics- HLTA status or equivalent qualification (e.g. Level 4 Teaching Assistant qualification) is highly desirable- Qualified as a specialist assessor for Exam Access Arrangements (or a willingness to undertake necessary training)
Experience	<ul style="list-style-type: none">- Experience working in a school environment or other educational setting- Experience working with students with a range of special educational needs and disabilities- Experience working directly with pupils and parents- Experience working collaboratively with colleagues
Skills and knowledge	<ul style="list-style-type: none">- Good listening skills- Effective written and verbal communication skills- Competent user of MS Office products and other computer systems- Administrative skills- Ability to create positive relationships with pupils, staff and parents
Personal qualities	<ul style="list-style-type: none">- Personable and able to communicate confidently with students, parents and all colleagues- Self-motivation and the ability to work on own initiative to meet deadlines- Excellent written and verbal communication- Ability to remain calm under pressure- A warm, calm and professional disposition- Ability to priorities own work to meet requirements- Highly organised- Great attention to detail and the ability to deliver consistent quality and reliability through a methodical approach to work- Good time management skills- Commitment to upholding and promoting the ethos and values of the school- Ability to maintain confidentiality at all times- Committed to safeguarding, equality, diversity and inclusion