

Person Specification – Higher Level Teaching Assistant

Qualifications & Experience	Essential	Desirable
Meet Higher Level Teaching Assistant standards		✓
Successful recent experience working with children in a learning environment	✓	
Working knowledge of general school policies and procedures	✓	
5 GCSEs (including English & Maths) at Grade C and above or equivalent		✓
Have experience of planning and delivering lessons to small groups, 1:1 and whole class		✓
Full working knowledge of ICT to support learning	✓	
Skills and Knowledge	Essential	Desirable
Good numeracy and literacy skills	✓	
Ability to use clear language to communicate information unambiguously	✓	
Seek support to overcome communication barriers with children and adults	✓	
Ability to give clear instructions	✓	
Ability to listen effectively	✓	
Ability to implement the school's behaviour management policy to ensure appropriate conduct and behaviour of students	✓	
Excellent understanding of child development and learning processes	✓	
Ability to assess and record progress and performance and recommend appropriate strategies to support development	✓	
Motivate, inspire and have high expectations of students	✓	
Excellent working knowledge and experience of implementing national curriculum and other relevant learning programmes	✓	
Understand and support the importance of physical and emotional wellbeing	✓	
Work effectively as part of a team and contribute to group thinking, planning etc.	✓	
Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults	✓	
Ability to work effectively with a range of adults and external agencies	✓	
Personal	Essential	Desirable
Good time management and organisational skills	✓	
Ability to support the work of others	✓	
Ability to manage own time effectively and follow instructions accurately	✓	
Ability to stay calm under pressure and deal with unexpected problems	✓	
Demonstrate a clear commitment to develop and learn in the role	✓	

Constantly improve own practice/knowledge through self-evaluation and learning from others	✓	
Awareness of and commitment to equality	✓	
Basic understanding of Health & Safety	✓	

Safeguarding Responsibilities

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.