

**PERSON SPECIFICATION**

**Higher Level Teaching Assistant Person Specification**

<b>Qualifications and training</b>	<ul style="list-style-type: none"><li>• HLTA status or equivalent (or actively working towards this qualification).</li><li>• GCSEs (or equivalent) in English and Mathematics at Grade C/4 or above.</li><li>• Evidence of continued professional development relevant to the role.</li><li>• A Level 4 qualification in education, learning support, or a relevant subject area (desirable).</li><li>• Training in safeguarding, first aid, or mental health support (desirable).</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Substantial experience working with secondary-aged pupils in an educational setting.</li><li>• Proven ability to support learning across a range of subjects and key stages (KS3 and KS4).</li><li>• Experience delivering targeted interventions or leading learning activities independently.</li><li>• Experience supporting students with a variety of needs, including SEN, EAL, and those at risk of underachievement.</li><li>• Experience supporting GCSE coursework or exam preparation (desirable).</li><li>• Experience leading small group or 1:1 interventions (desirable).</li><li>• Experience supporting enrichment activities, clubs or educational visits (desirable).</li></ul>
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"><li>• A good understanding of the secondary curriculum and how to support student progress.</li><li>• Knowledge of child development and learning needs in the 11-16 age range.</li><li>• Awareness of safeguarding responsibilities and confidentiality protocols.</li><li>• Understanding of effective behaviour management strategies for secondary pupils.</li><li>• Knowledge of EHCPs and strategies for supporting students with specific learning needs (desirable).</li><li>• Familiarity with school systems such as SIMS or TEAMS (desirable).</li></ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"><li>• Ability to confidently lead and deliver structured learning sessions under teacher guidance.</li><li>• Strong verbal and written communication skills.</li><li>• Excellent organizational and time-management abilities.</li><li>• Ability to build positive relationships with students, staff, and parents/carers.</li><li>• Confidence in using ICT to support learning and administration.</li><li>• Ability to contribute to lesson planning and assessment (desirable).</li><li>• Leadership skills to support or mentor other support staff (desirable).</li></ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• Enthusiastic, proactive, and committed to supporting student achievement.</li><li>• Calm, resilient, and adaptable in a busy school environment.</li><li>• A team player who can also work independently.</li><li>• Professional, punctual, and reliable.</li><li>• Reflective and open to feedback and personal development.</li><li>• Willingness to be involved in wider school life, including extracurricular activities and events (desirable).</li><li>• A sense of humour and a positive outlook (desirable).</li></ul>