



Person Specification – Higher Level Teaching Assistant

	Essential	Desirable	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>NVQ Level 4 HLTA / recognised HLTA status <b>or</b> significant experience as a TA with a relevant Level 3 qualification and willingness to undertake a Level 4 qualification</li> <li>GCSE's or equivalent in Maths and English, grade C or above / 4-9 / equivalent</li> <li>Commitment to attend appropriate training and development, taking ownership of personal development</li> </ul>	<ul style="list-style-type: none"> <li>First Aid at work</li> <li>Qualifications in aspects of SEN specific provision e.g. PECS, Makaton, TEACCH, behaviour management</li> </ul>	A
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working with one or more pupils with SEN in a substantive post in a mainstream or special school</li> <li>Demonstrated history of leading an area of whole school development</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in special schools with a range of pupils with SEN</li> </ul>	A/I/R
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Detailed knowledge and understanding of specific area(s) of whole school provision</li> <li>Has up to date knowledge of relevant legislation and guidance in relation to working with and the protection of young people.</li> <li>Understanding of educational and subject pedagogy.</li> </ul>		A/I/R
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>Ability to plan and deliver high quality sessions</li> <li>Proven ability to manage your own time effectively, to prioritise and work to tight deadlines whilst retaining a professional composure</li> <li>Ability to communicate the Trust values and a desire to promote an excellent image of the Trust</li> </ul> <p>The Ability to:</p> <ul style="list-style-type: none"> <li>Lead an agreed area of the school's activity</li> <li>Plan teaching activities alongside the class teacher, prepare and run learning activities, monitor, modify and record as appropriate</li> <li>Use alternative methods of communication where required</li> <li>Prepare teaching support materials</li> <li>Use ICT to support learning, create reports or other materials</li> <li>Evaluate own learning needs and seek learning opportunities</li> </ul>		A/I/R

<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Provide evidence of commitment to continued professional development.</li> </ul>		A/R
<b>Values</b>	<ul style="list-style-type: none"> <li>• An awareness of the School/Trusts equal opportunities policy</li> <li>• Displays commitment to the protection and safeguarding of young people</li> <li>• Values and respects the views and needs of young people</li> <li>• Is willing to work within organisational procedures and processes and to meet required standards for the role</li> <li>• Demonstrates a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children</li> </ul>	<ul style="list-style-type: none"> <li>• A knowledge of the School/Trusts equal opportunities policy</li> </ul>	A/I
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Inspirational, dedicated and motivated individual.</li> <li>• Desire to be the best you can be.</li> <li>• Passionate about education.</li> <li>• Good sense of humour with the ability to stay calm under pressure</li> <li>• Awareness of confidentiality and the ability to deal appropriately with sensitive or difficult situations</li> <li>• To display the highest levels of integrity and complete trustworthiness and discretion</li> <li>• Be a problem solver, and to be able to reflect upon one's own practice</li> <li>• Good oral and written communication skills</li> <li>• Good interpersonal skills</li> <li>• Able to prioritise and organise work effectively, and to remain calm under pressure</li> <li>• Proactive approach to work being responsive, empathetic and supportive to all within the school</li> <li>• Able to establish effective relationships with those working in and with the school</li> <li>• A commitment to safeguarding and promoting the welfare of children</li> </ul>		A/I

Key:

A	Application	I	Interview	R	Reference
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