



Academies Trust

## Person Specification – Higher level Teaching Assistant

	Essential	Desirable
<b>Experience</b>	<p>Should have a minimum 2 years' experience of:</p> <ul style="list-style-type: none"><li>• A variety of support teaching experience</li><li>• Contributing to teachers preparation and planning of lessons</li><li>• Supporting teachers in evaluation progress using a range of assessment techniques</li><li>• Successful classroom management, organisation and teaching</li><li>• Effective assessment record keeping</li><li>• Clear and effective communication with students and parents</li><li>• Working co-operatively with colleagues in teams</li><li>• Enthusiasing, motivating and promoting opportunities for student achievement</li></ul>	<ul style="list-style-type: none"><li>• Involvement in extra-curricular activities</li><li>• Support teaching within 11 – 19 age range</li><li>• Being proactive and contributing to the general development of the school</li><li>• Portfolio to demonstrate experience</li></ul>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Higher Level Teaching Assistant qualification (either achieved or working towards formal recognition of competence against HLTA standards) in SEN or subject specialism</li><li>• Grade C or higher in English and Mathematics at GCSE level or equivalent</li></ul>	
<b>Training</b>	<ul style="list-style-type: none"><li>• Willingness to undertake training in relevant areas</li></ul>	<ul style="list-style-type: none"><li>• Assessment techniques</li></ul>

<b>Special knowledge and skills.</b>	<ul style="list-style-type: none"> <li>• Know how to use ICT to support professional activities</li> <li>• Working knowledge of behaviour management</li> <li>• To demonstrate a commitment to safeguarding and promoting the welfare of children and young people and an expectation of colleagues to do the same</li> </ul>	<ul style="list-style-type: none"> <li>• National Curriculum programmes of study in Mathematics and/or English</li> <li>• Awareness of HLTA standards</li> </ul>
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>• A liking for and the ability to enthuse and to motivate young people</li> <li>• Openness, good humour, energy, enthusiasm and a sense of proportion</li> <li>• Commitment to professional development</li> <li>• Commitment to the principles of comprehensive education</li> <li>• Ability to work proactively and independently using own initiative</li> <li>• Ability to organise, lead and motivate others</li> </ul>	
<b>Circumstances Personal</b>	<ul style="list-style-type: none"> <li>• Will not require holiday leave during term time</li> <li>• Must be legally entitled to work in the UK (Asylum and Immigration Act 1996)</li> <li>• No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (DBS check required)</li> </ul>	
<b>Physical/ Sensory</b>	<ul style="list-style-type: none"> <li>• Must be able to perform all duties and tasks with reasonable adjustment, where appropriate.</li> <li>• Ability to cope with requirements at the post, which may include working with students who have emotional and behavioural difficulties or physical difficulties</li> <li>• Ability to deal with a large multi-level building.</li> </ul>	