

**PERSON SPECIFICATION****HIGHER LEVEL TEACHING ASSISTANT**

The person specification sets out the criteria to be used in determining whether an individual is likely to be able to undertake the duties in the job description.

E - Essential Criteria		
EDUCATION & EXPERIENCE		
1.	Commitment to achieving HLTA qualification	E
2.	Hold relevant qualifications at a level equivalent to at least NQF Level 3.	E
3.	Demonstrable levels of numeracy & literacy equivalent to GCSE (A-C) or NVQ Level 2 (or by test).	E
4.	Attend induction training; NLS, NNS, ALS, ELS, FLS training as appropriate and training relevant to the post, including behaviour management and Child Protection training.	E
5.	Training in relevant learning strategies e.g. literacy.	E
6.	A minimum of two years' experience of working with young people (either paid or unpaid capacity) preferably in an education setting.	E
7.	Evidence of specialism in specific curriculum areas or areas of particular learning difficulty.	E
KNOWLEDGE AND UNDERSTANDING		
1.	Knowledge and understanding of the National Curriculum including the literacy and numeracy strategies.	E
2.	Understanding of behaviour management strategies.	E
3.	Understanding of First Aid procedures.	E
SKILLS		
1.	Effective oral and written communication skills.	E
2.	Excellent interpersonal skills both in working relationship with young pupils and in forming effective professional relationships with a wide range of contacts.	E
3.	Good organisational and time management skills.	E
4.	Sound IT skills to support learning and maintain electronic information systems.	E