

**CHINGFORD FOUNDATION SCHOOL
CHINGFORD ACADEMIES TRUST**

PERSON SPECIFICATION & ASSESSMENT

HIGHER LEVEL TEACHING ASSISTANT (HLTA) – ENGLISH

JOB REQUIREMENTS	Essential	Desirable	Method of Assessment (I/T/A/R)*
Education and Qualifications			
Good standard of English and Maths	✓		A/I
Level 2 or 3 Certificate in Supporting Teaching and Learning in Schools, Level 3 Diploma in Childcare and Education, or other relevant qualification in nursery work or childcare (or willingness to work towards a qualification if not already held)	✓		A
Experience			
Experience of working with children	✓		A/I
Experience of planning and leading teaching and learning activities (under supervision)	✓		A/R/I/T
Skills, Ability			
Ability to work under pressure	✓		A/I/R
Ability to work as part of a team	✓		A/I/R
Good organisational skills	✓		A/R/I/T
Ability to build effective working relationships with pupils and adults	✓		A/I/R
Skills and expertise in understanding the needs of all pupils	✓		A/R/I
Knowledge of how to help adapt and deliver support to meet individual needs			A/R/I/T
Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils	✓		A/R/I/T
Active listening skills	✓		A/R/I

The ability to remain calm in stressful situations	✓		A/R
Knowledge of guidance and requirements around safeguarding children	✓		A/R/I/T
Good ICT skills, particularly using ICT to support learning	✓		A/R/I/T
Understanding of roles and responsibilities within the classroom and whole school context	✓		A/I
Understanding of effective teaching methods	✓		A/R/I/T
Knowledge of how to successfully lead learning activities for a group or class of children	✓		
Knowledge of how statutory and non-statutory frameworks for the school curriculum relate to the age and ability ranges of the learners they support	✓		A/I/T
Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice	✓		A/I/T
Personal			A/I/R
Excellent communication skills written and oral	✓		A/I/R
Enjoyment of working with children	✓		A/I/R
Sensitivity and understanding, to help build good relationships with pupils	✓		A/I/R
A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school	✓		A/R/I
Commitment to maintaining confidentiality at all times	✓		A/R/I
Commitment to safeguarding pupil's wellbeing and equality	✓		A/R/I
Other Requirements			
Experience of teaching		✓	A/I/R

Experience of working with young people	✓		A/I/R
Enthusiastic attitude		✓	A/I/R
Reliable and punctual		✓	A/I/R
			A/I/R
Appointment to the post is subject to a satisfactory enhanced DBS check	✓		

This post is exempt from section 4(2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18.

'The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.'

“The Trust as an employer is committed to safeguarding and promoting the welfare of children and young people as its number one priority. This commitment to robust Recruitment, Selection and Induction procedures extends to organisations and services linked to the school on its behalf”.
(Ref: Safeguarding Children and Safer Recruitment in Education 2007).

*I – Interview/Lesson Observation

R – Reference

A – Application

T Test