Warter C.E.Primary School.

EMPLOYEE SPECIFICATION – Higher Level Teaching Assistant

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|  | Essential | Desirable | How measured during the recruitment and selection progress. |
| Experience | Experience working with children in key stage 2.Experience of working as part of a team Excellent behaviour management strategiesExperience of managing/organising whole class activities. Experience of teaching classes in a HLTA capacity. | Experience of working with key stage 1 and EYFS. | Application FormInterviewReferences |
| Education/Training Qualification | GCSE – at least four (or equivalent) including English and Maths The possession of an appropriate HLTA qualification | First Aid Certificate Experience of using CPOMS Experience of working with SEND pupils Experience of teaching mastery maths. | Application Form/DocumentationCertificates to be checked at interview. |
| Special Knowledge | A knowledge of current educational issues Basic knowledge of the National Curriculum requirementsGood knowledge of teaching mastery maths. | Good understanding of the National CurriculumExperience of ELSA work. | Application Form Interview |
| Skills | Able to work unsupervised and act on own initiative Good verbal and written communication Good behaviour management skills Good classroom organisation/time management Creative and able to maintain the stimulating learning environment Engaging with parents, carers and external agencies |  | Application FormInterviewTasks at interview |
| Personal Qualities | Team-player Good interpersonal skills Enthusiastic Positive relationships Good sense of humour Trustworthy Reliable Self-motivated | Able to work closely and collaboratively with support staff and the whole team.Innovative thinkingDrive and energy | Application FormInterview/observation of tasks at interviewReferences. |
| Working Arrangements and Personal Availability | Regular staff meetings and training Excellent attendance Good time management |  | Application FormInterviewReferences |
| Physical | Healthy – this post is subject to medical clearanceWell presentedAble to do physical work – handling and moving resources. |  | Application FormInterviewMedical |