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 strategies  Experience of managing/organising whole class activities.  Experience of teaching classes in a HLTA capacity. | Experience of working with key stage 1 and EYFS. | Application Form  Interview  References |
| 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/Documentation  Certificates to be checked at interview. |
| Special Knowledge | A knowledge of current educational issues  Basic knowledge of the National Curriculum requirements  Good knowledge of teaching mastery maths. | Good understanding of the National Curriculum  Experience 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 Form  Interview  Tasks 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 thinking  Drive and energy | Application Form  Interview/observation of tasks at interview  References. |
| Working Arrangements and Personal Availability | Regular staff meetings and training  Excellent attendance  Good time management |  | Application Form  Interview  References |
| Physical | Healthy – this post is subject to medical clearance  Well presented  Able to do physical work – handling and moving resources. |  | Application Form  Interview  Medical |