

Person Specification

Higher Level Teaching Assistant (Level 4)



Job title:	Higher Level Teaching Assistant	Ealing GLPC Grade:	Scale 7
School:	Horsenden Primary School	Post No:	
Line manager:	EYFS Phase Leader, Class Teacher		
Hours	32.5 per week, 39 weeks per year, term time (One year fixed term contract)		

This form lists the essential requirements needed in order to do the job. Applicants will be short-listed solely on them meeting these requirements.

Essential Requirements

Education and Qualifications

- a) HLTA status or an equivalent relevant qualification
- b) Good literacy and numeracy skills (GCSE or equivalent Level 2 qualifications in English and maths)
- c) Paediatric First Aid or willingness to complete training (desirable)

Experience

- d) Proven experience in Early Years settings, ideally within a school-based Nursery
- e) Experience of supporting children with SEND or additional needs, including those with EHCPs
- f) Experience of acting as a key worker, including liaising with parents and contributing to assessment records
- g) Experience of setting up and maintaining high-quality continuous provision indoors and outdoors

Knowledge, Skills and Abilities

- h) Strong understanding of the Early Years Foundation Stage framework and child development
- i) Confidence in delivering groups and whole class lessons to children across the EYFS, and across the primary age range when required.
- j) Ability to observe, monitor and assess children's learning effectively, contributing to planning and progress reviews
- k) Strong knowledge of safeguarding responsibilities and procedures
- l) Skilled in using positive behaviour strategies for different age ranges, aligned with a therapeutic approach to support self-regulation and wellbeing
- m) Competent in using ICT to support learning and assessment
- n) Ability to plan and deliver engaging learning experiences, adapting to meet the needs of different learners
- o) Good communication and team working skills, with the ability to build positive relationships with children, staff and parents
- p) Commitment to inclusive practice and promoting equity of opportunity for all pupils
- q) Understanding of the role of external agencies in supporting young children
- r) Willingness to support with personal care when necessary
- s) Proactive, reflective and committed to continuous professional development

Prepared by: _____ **Date** / /
Agreed by: _____ **Date** / /