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HLTA Person Specification

	Essential	Desirable
Qualifications	<p>The Higher Level Teaching Assistant should:</p> <ul style="list-style-type: none"> • Be able to demonstrate levels of numeracy and literacy to GSCE [A-C] 	<p>In addition, the Higher Level Teaching Assistant might have:</p> <ul style="list-style-type: none"> • Other relevant qualifications (e.g. Foundation Degree in Education) • Training in relevant strategies e.g. literacy / numeracy
Experience	<p>The Higher Level Teaching Assistant should have experience of:</p> <ul style="list-style-type: none"> • Working with pupils in school for a minimum of 2 years • Working with children who have special educational needs/EAL • Planning and teaching individuals, groups and whole classes • A good awareness of inclusion, especially within a school setting • 	<p>In addition, the Higher Level Teaching Assistant might have experience of:</p> <ul style="list-style-type: none"> • Training or expertise in a relevant curriculum or other learning area (e.g. ICT, maths or literacy)
Knowledge and Understanding	<p>The Higher Level Teaching Assistant should have knowledge and understanding of:</p> <ul style="list-style-type: none"> • HLTA Standards • Relevant policies, codes of practice and legislation 	<p>In addition, the Higher Level Teaching Assistant might have experience of:</p> <ul style="list-style-type: none"> • Multi agency working • First Aid



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	<p>including safeguarding</p> <ul style="list-style-type: none"> • the National Curriculum particularly literacy and numeracy • behaviour management strategies 	
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<p>Skills</p>	<p>The Higher Level Teaching Assistant will:</p> <ul style="list-style-type: none"> • Have effective oral and written communication skills • Form effective professional relationships including team working • Have good organisational and time management skills • Have good ICT skills • Be able to demonstrate the HLTA standards • Be able to plan effective activities for pupils at risk of underachieving; • Develop their knowledge through the evaluation of their own learning needs; • Be able to work independently; • Remain calm under pressure and be able to adapt to change quickly • Provide detailed and regular feedback to teachers on children's achievements and progress • Assist with the development and implementation of Provision Plans 	<p>The Higher Level Teaching Assistant might also be able to:</p> <ul style="list-style-type: none"> • Use coaching and mentoring skills with adults and pupils • Demonstrate leadership and line management skills
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Other	The Higher Level Teaching Assistant will be able to: <ul style="list-style-type: none">• Attend school training sessions• Have empathy with those facing barriers to their learning• An understanding of and a genuine commitment to Inclusion	
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