



## Person Specification

<b>Job Title</b>	Higher Level Teaching Assistant	<b>Date Created</b>	June 2022
<b>Date Reviewed</b>	June 2026	<b>Next Review Date</b>	July 2027

### Outline of Key Abilities

You are asked to focus upon demonstrating the extent to which you meet each of the selection criteria when writing your personal statement that you will find on the last page of the application form. Candidates who are shortlisted for interview will also be required to demonstrate their ability to meet the criteria outlined on this Person Specification during the selection process, with the exception of their qualifications. These will be evidenced from the application form and your production of any original relevant certificates at, or shortly after, interview.

### Key:

E: Essential                      D: Desirable  
 A: Application Form      R: References                      I: Interview Process (observation, interview, task)

Qualifications		E	D	A	R	I
1	GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Maths	✓		✓		
2	Minimum Level 4 Qualification	✓		✓		
3	HLTA qualification or equivalent	✓		✓		

Experience		E	D	A	R	I
4	Experience working in a school environment or other educational setting	✓		✓	✓	✓
5	Experience planning, leading and delivering learning activities	✓		✓	✓	✓
6	Experience covering PPA or teacher absence	✓		✓		✓
7	Experience working across different key stages/age groups		✓	✓	✓	
8	Experience working with children with SEND		✓	✓	✓	

Knowledge and Skills		E	D	A	R	I
Able to evidence how you have applied knowledge of recent and relevant legislation, guidance, training and teaching experience and the impact this has had:						
9	Good literacy and numeracy skills	✓		✓		✓
10	Good ICT/technology skills (including PCs/laptops and interactive whiteboards)	✓		✓		✓
11	Ability to build effective working relationships with pupils and adults	✓				✓
12	Skills and expertise in understanding the needs of all pupils	✓				✓
13	Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils	✓		✓		✓
14	The ability to remain calm in stressful situations	✓		✓		
15	Knowledge of guidance and requirements around safeguarding children	✓		✓		
16	Understanding of effective teaching methods	✓		✓		
17	Knowledge of how to successfully lead learning activities for a group or class of children	✓				✓
18	Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice	✓		✓		

<b>Personal Attributes</b>		<b>E</b>	<b>D</b>	<b>A</b>	<b>R</b>	<b>I</b>
<b>Demonstrate a commitment to:</b>						
19	Supporting the Christian ethos, policies and practices of our Church of England school	✓		✓		✓
20	Engaging in a positive and professional manner with parents and the wider community	✓		✓	✓	
21	Working as part of a team	✓			✓	
22	Furthering your own professional skills and knowledge	✓				✓
23	Successful Enhanced DBS status	✓	N/A			
24	Upholding public trust and maintaining appropriate professional boundaries in relationships with children and adults at all times	✓			✓	
25	Promoting and safeguarding the welfare of children and young people within the school	✓				✓