

Person Specification: Higher Level Teaching Assistant

The Person Specification is an important part of the application process and will be used to shortlist candidates. You will need to demonstrate in your supporting statement/application form how you meet the following criteria.

	Essential	Desirable
Qualifications & training	The HLTA will have: - Higher Level Teaching Assistants' standards that are set at Level 4 of the National Qualifications Framework or equivalent qualifications or experience; or a willingness to undertake a HLTA qualification. - Experience of working with children in an educational setting - Experience of working with or caring for children of relevant age 4 GCSEs or equivalent (including English and Maths)	In addition, the HLTA might have: Further qualifications and/or studies related to primary age range Experience of working with children with EAL or SEND.
Experience	The HLTA should have experience of: - Recent successful experience of teaching at Key Stage One or Key Stage Two. Be comfortable with mixed age groups. - Working successfully and co-operating as a member of a team - Understand and practise the principles of good classroom management - A strong commitment to parents as co-educators	In addition, the Class Teacher might have experience of: - teaching across the whole Primary age range - experience of working with support staff - Understanding of SEN and the code of practice
A commitment to learning and teaching	The HLTA will have the ability to communicate and co-operate by: - understanding the ethos of and willing to work within a Catholic School. An ability [with support] to teach R.E. and attend collective worship to meet the expectations of the school's governing body - establishing and maintaining good professional relationships with pupils, parents and colleagues - setting high expectations of all pupils and be committed to raising educational achievement - adopting a flexible approach	- A practising Christian - Experience of working in a Catholic School
Knowledge and understanding	The HLTA will have knowledge and understanding of: - the theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies) - statutory National Curriculum requirements at the appropriate key stage and evidence of a good general knowledge and understanding of the National Curriculum and EYFS and the strategies. Be willing to be part of curriculum innovation - planning and implementing an effective teaching programme, including the monitoring, assessment, recording and reporting of pupils' progress	In addition, the HLTA might also have knowledge and understanding of: - the preparation and administration of statutory National Curriculum tests - working with children with EAL - an understanding and a willingness to plan learning

	• effective teaching and learning styles • how to further develop personal professional skills and knowledge • how to establish an effective rapport with children which is based on high expectations and establish a purposeful learning environment where all pupils feel secure and confident • how to use ICT effectively as an integral part of teaching and learning • selecting and employing a wide range of resources with regard to safety issues	through cross curricular approaches • be willing to share special expertise and enthusiasm
Skills	The HLTA will be able to: • promote the school's aims positively, and use effective strategies to enhance motivation and morale • establish and develop a good professional relationship and affinity with a class of pupils • create a positive, challenging and effective learning environment • develop good professional relationships • establish and develop appropriate relationships with parents, governors and the community • communicate effectively (both orally and in writing) to a variety of audiences • be able to meet time deadlines	In addition, the HLTA might also be able to: • develop strategies for creating community links
Personal characteristics	The HLTA should possess: • an awareness of the ethos of a Catholic School and be comfortable to work within that value system They should also be: • knowledgeable and highly competent • approachable and empathetic • creative and enthusiastic • organised and resourceful • intelligent and reflective • committed with a good level of attendance • a team player • willing to take risks • a positive outlook	
Special requirements	The HLTA should: • be willing to undergo a DBS check. • be willing to undergo a pre-employment health check • be willing to undergo full safeguarding training	