**PERSON PROFILE**

**HIGHER LEVEL TEACHING ASSISTANT**

|  | **Essential** | **Desirable** | **Method of Assessment** |
| --- | --- | --- | --- |
| General Qualifications & Training |  |  |  |
| Evidence of a good standard of Literacy/Numeracy and a commitment to life- long learning | ✓ |  | AF, I & R |
| 5 GCSEs including English & Maths at Grade C (or equivalent) | ✓ |  | AF & D |
| HLTA status |  | ✓ | AF & D |
| Other relevant qualifications (e.g. Foundation Degree in Education)/National Vocational Qualifications in Supporting Teaching and Learning |  | ✓ | AF & D |
| Commitment to attend appropriate training and development, taking ownership of personal development and being willing to pursue development opportunities | ✓ |  | AF, I & R |
| **Experience** |  |  |  |
| 2 years’ relevant experience ideally within a secondary school-based setting |  |  | AF & I |
| Training in relevant learning strategies e.g. literacy and/or particular curriculum or learning area such as bilingual, sign language, dyslexia, ICT, maths, English, CACHE etc |  |  | AF & I |
| General understanding of national curriculum and other basic learning programmes |  |  | AF & I  |
| Recent relevant experience of an educationally inclusive environment |  |  | AF & I |
| An awareness of policies and procedures relating to child protection, code of practise, health, safety and security, confidentiality and data protection. |  |  | AF, I & R |
| Experience of planning and leading teaching and learning activities (under supervision) |  |  | AF & I |
| **Skills, Knowledge & Aptitudes** |  |  |  |
| Knowledge of multi-agency working |  |  | AF & I |
| Commitment to the protection and safeguarding of children and young people |  |  | AF & I |
| Up to date knowledge of relevant legislation and guidance in relation to working with young people |  |  | AF & I |
| Able to remain calm under pressure |  |  | AF & I |
| Ability to work with minimum supervision at key times and to make decisions, in line with agreed procedures/policies e.g. prioritisation of work, appropriate release of sensitive information. |  |  | AF & I |
| Knowledge and ability in use of standard Microsoft Office software applications such as Word, Excel |  |  | AF & I |
| Commitment to the promotion of positive values, attitudes and behaviour |  |  | AF & I |
| Understanding of effective teaching methods |  |  | AF & I |
| Knowledge of how to successfully lead learning activities for a group or class of children |  |  | AF & I |
| Knowledge of how statutory and non-statutory frameworks for the school curriculum relate to the age and ability ranges of the learners they support |  |  | AF & I |
| Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice |  |  | AF & I |
| Personal Attributes |  |  |  |
| A mature and flexible outlook with a ‘can-do’ attitude |  |  | I |
| Good oral and written communication skills |  |  | AF & I |
| Good interpersonal skills - able to deal effectively with a wide range of people at all levels |  |  | AF, I & R |
| Takes ownership of personal development. Willing to pursue development opportunities. |  |  | AF, I & R |
| Able to adapt to changing priorities |  |  | AF & I |
| Able to engage, interest and motivate young people |  |  | I & R |
| A good team worker |  |  | AF, I & R |
| Listens to others’ points of view, seeks feedback and deals with it constructively, shares knowledge and good practice, adaptable to change for improvement |  |  | AF, I & R |
| Enjoyment of working with children  |  |  | AF, I  |
| Sensitivity and understanding, to help build good relationships with pupils |  |  | AF, I |
| A commitment to getting the best outcomes for all students and promoting the ethos and values of the school |  |  | AF, I  |
| Commitment to maintaining confidentiality at all times |  |  | AF, I  |
| Commitment to safeguarding students’ wellbeing and equality |  |  | AF, I |
| Resilient, positive, forward looking and enthusiastic about making a difference |  |  | AF, I |
| Capacity to inspire, motivate and challenge children and young people |  |  | AF, I & R |
| **Other Requirements** |  |  |  |
| A pragmatic ‘can-do’ and flexible approach to tasks with an ability to ensure work is completed to the appropriate standards required | ✓ |  | AF, I & R |
| A good sense of humour and perspective | ✓ |  | I & R |
| Good sickness/attendance record in current/previous employment (not including absences resulting from disability) | ✓ |  | R |
| No serious health problem which is likely to impact upon job performance (which cannot be accommodated by reasonable adjustments) | ✓ |  | AF, I & R |
| Hold a full UK driving licence and own transport | ✓ |  | AF |
| Appointment of the successful applicant will be subject to satisfactory DBS disclosure at an enhanced level (further information can be found at www.disclosure.gov.uk). | ✓ |  |  |

**AF – Application Form I – Interview R – References D- Documents**