THE LEGACY LEARNING TRUST
ACKLAM GRANGE SCHOOL
PERSON SPECIFICATION: Higher Level Teaching Assistant (HLTA)

	Essential	Desirable	Measured by
Qualifications/ Training	• Educated to GCSE Standard at Grade A* – C for a minimum of 5 GCSEs including Mathematics and English, or equivalent qualifications. • NVQ Level 3 Teaching Assistant qualification or equivalent qualification or experience • Willingness to undertake any further training relevant to the role	• Further professional qualifications • Evidence of related training • First Aid qualification.	A/Q A/Q I
Experience	• Three years' experience of working to support children's learning gained in a relevant environment • Numeracy/Literacy skills equivalent to GCSE grade C and above • Collaborative working within a team	• Liaison with personnel from Support Services • Contribution to Learning Passports/Student profiles • Experience of close liaison with parents/carers • Experience of working with external services to ensure appropriate support is in place	A/I
Knowledge and Understanding	• Full working knowledge of relevant policies/codes of practice • Committed to safeguarding and promoting the welfare of children and young people • An understanding of curriculum matters and to be able to contribute effectively to curriculum development, planning, evaluation and implementation • Understanding of areas of learning, e.g. literacy, numeracy, science, SEN • Understanding of principles of child development and learning processes • Ability to plan effective actions for pupils at risk of underachieving • Use of learning technologies • Knowledge of a range of classroom behaviour strategies	• Awareness of requirements of SEN and disability legislation	A/I
Skills	• High standard of interpersonal and oral/written communication skills. • Effective use of ICT to promote, support and enhance teaching and learning • Well-developed interpersonal skills to be able to relate well to a wide range of people. • Good communication skills	• Good ICT skills for learning and administrative requirements.	A/I A/I I
Person Characteristics	• Ability to make relationships easily with young people and adults • Ability to motivate students and engage them with their learning • Ability to defuse difficult situations • Ability to represent student needs to others • An enthusiastic approach to working with students • Ability to work flexibly and respond to developing needs • Reliability and integrity • Humour and resilience		I A/I

Measured by Key: A: Application form/letter Q: Qualification Check I: Interview