

Higher Level Teaching Assistant (HLTA) Person Specification

Criteria	Essential	Desirable
Qualifications and Training	<p>The Higher-Level Teaching Assistant should:</p> <ul style="list-style-type: none"> • Level 4 HLTA qualification or equivalent, or evidence of being able to demonstrate the skills and knowledge expected for the role. • GCSE (or equivalent) in English and Mathematics (minimum Grade C/4). 	<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	<ul style="list-style-type: none"> • Significant experience as a teaching assistant or in a similar support role within an educational setting. • Experience working with students with diverse learning needs, including SEN, is highly desirable. • Planning and teaching individuals, groups and whole classes • A good awareness of inclusion, especially within a school setting 	<ul style="list-style-type: none"> • Training or expertise in a relevant curriculum or other learning area (e.g. ICT, maths or literacy) • Understanding of the importance of transition between Early Years and Key Stage One • Experience of teaching Read Write Inc phonics
Knowledge and understanding	<ul style="list-style-type: none"> • HLTA Standards • Relevant policies, codes of practice and legislation including safeguarding • the National Curriculum / Early Years Foundation Stage • behaviour management strategies 	<ul style="list-style-type: none"> • Multi agency working • First Aid
Skills	<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 sound 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 	<ul style="list-style-type: none"> • Use coaching and mentoring skills with adults and pupils • Demonstrate leadership and line management skills