

Lancashire County Council



Person specification form		
Job title: Higher Level Teaching Assistant	Grade: 7	
Directorate: Children and Young People	Post number:	
Establishment or team: Morecambe Bay Community Primary School		
Requirements (based on the job description)	Essential (E) or desirable (D)	To be identified by: application form (AF), interview (I), test (T), or other
Qualifications		
Recognised and relevant NVQ Level 3 qualification or equivalent.	E	AF
NVQ level 4 qualification or equivalent	D	AF
Level 2 or equivalent qualification in English/Literacy and Mathematics/Numeracy	E	AF
HLTA status	D	AF
Experience		
Experience of working with children	E	AF, I
Experience of working in a classroom environment	E	
Experience of Administrative work	D	AF
Experience of supporting pupils with challenging behaviour	E	AF, I
Staff management experience	D	AF, I
Knowledge, skills and abilities		
Ability to operate at a level of understanding and competence equivalent to NVQ Level 4 standard	E	I
Ability to relate well to children	E	AF, I
Ability to work as part of a team	E	AF, I
Good communication skills	E	I
Ability to relate well to parents/carers	E	I
Ability to supervise and assist pupils	E	I
Excellent Time management and organisational skills	E	AF, I
Knowledge of classroom roles and responsibilities	E	I
Knowledge of the concept of confidentiality	E	AF, I
Administrative skills	D	AF
Knowledge of Early Years Foundation Stage/National curriculum	E	I
Good standard of numeracy and literacy	E	AF, I
Ability to make effective use of ICT	E	AF
Ability to assess children's development	E	AF, I
Ability to plan and deliver work programmes	E	
Ability to organise, lead and motivate a team	E	

Flexible attitude to work		E	
First aid/Paediatric First Aid Certificate		D	
Other (including special requirements)			
1. Commitment to safeguarding and protecting the welfare of children and young people		E	I
2. Commitment to equality and diversity		E	I
3. Commitment to health and safety		E	I
4. Satisfactory attendance record/commitment to regular attendance at work		E	I
5. Commitment to undertake in-service development		E	I
Prepared by:	Lee Dougan (Headteacher)	Date:	June 2026
Note: We will always consider your references before confirming a job offer in writing.			