**Person Specification Form**

**Post Title - Higher Level Teaching Assistant**

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| **Personal Attributes required (on the basis of the job description)** | **Essential (E) or Desirable (D)** | **To be identified by: (eg application form, interview, reference etc)** |
| **Qualifications:**  Recognised and relevant NVQ Level 3 qualification or equivalent.  NVQ level 4 qualification or equivalent Level 2 or equivalent qualification in English/Literacy and Mathematics/Numeracy  GCSE grade C/4 or equivalent in English and Maths  Qualified as HLTA | E  E  E  D | A  A  A  A |
| **Experience:**  Experience of working with children in upper KS2    Experience of working as a class TA  Experience of working with small groups  Experience of occasionally covering a class  Experience of working with parents of pupils with additional needs  Experience of working with children with English as an Additional Language  Proven ability and experience in excellent behaviour management, including children with challenging behaviour | E  E  E  E  E  D  E | A,R, I  A, I  A, I  A,I  A,I  A,I  A,I |
| **Knowledge/skills/abilities:**  Knowledge and skills relevant to the Y6 curriculum eg Y6 maths, spelling & grammar  Ability to operate at a level of understanding and competence equivalent to NVQ Level 4 standard  Ability to relate well to children  Ability to work as part of a team  Good communication skills, oral and written  Ability to relate well to parents/carers  Ability to supervise and assist pupils    Good time management skills and organisational skills  Knowledge of classroom roles and responsibilities  Knowledge of the concept of confidentiality  Knowledge of basic safeguarding in the classroom  Ability to make effective use of ICT  Ability to assess children’s development    Ability to plan and deliver work programmes independently  Ability to build good relationships with other staff including teachers and senior leaders  Flexible attitude to work  Knowledge/experience of pupils with SEND | E  E  E  E  E  E  E  E  E  E  E  E  E  E  E  E  E | A,I  A,I  A,I  A,I  A,I  A,I  A,I  I  I  I  I  A,I  A,I  A,I  A,I,R  I  A,I |
| **Other:**  Commitment to undertake in –service development  Commitment to safeguarding and protecting the welfare of children and young people  Satisfactory attendance record/commitment to regular attendance at work  Fully uphold and support the school’s Christian ethos (NB It is not essential to provide a faith reference on the application form.) | E  E  E  E | I  I  A,R,I  A,R, I |