

Headteacher: Martin Haworth

Higher-Level Teaching Assistant (HLTA): Person Specification

AF – Application Form

SP – Selection Process

Specification	Essential/ Desirable	Method of Assessment
QUALIFICATIONS / PROFESSIONAL MEMBERSHIP		
▪ Holder of a higher level teaching assistant accreditation	D	AF
▪ High standard of education including numeracy and literacy skills equivalent to GCSE English and Maths (Grade A-C) or above	E	AF
KNOWLEDGE AND SKILLS		
▪ High level of oral communication skills including the ability to communicate effectively in a variety of situations, face to face, by telephone or in a large group	E	SP
▪ Excellent organisational skills	E	AF
▪ The ability to work under your own initiative, whilst appropriately escalating matters as required	E	AF
▪ To be able to work constructively as part of a team, understanding school roles and responsibilities and your own position within these	E	AF
▪ Knowledge of relevant SEND legislation and Code of Practice, and an understanding of its implications in practice	D	SP
▪ Knowledge of school practices and processes, and how pupils with SEND are likely to make good progress	D	AF
▪ Demonstrate effective skills in conflict resolution	D	SP

PERSONAL QUALITIES		
▪ The ability to maintain confidentiality at all times	E	AF
▪ Able to demonstrate a high level of personal resilience in demanding situations	E	AF
▪ A commitment to your own continuous professional development.	E	AF
▪ Personal commitment to the College's professional standards, including dress code, as appropriate.	E	AF
▪ The post will require an enhanced DBS clearance.	E	SP
▪ To promote Health & Safety, Safeguarding policies and Equality & Diversity across the Trust.	E	AF