

Person Specification – Higher Level Teaching Assistant

Category	Essential	Desirable	Method of Assessment
Physical	<ul style="list-style-type: none"> Smart business-like appearance Able to meet the physical demands of the role 		Application Form
Qualifications	<ul style="list-style-type: none"> HLTA qualification (or successful completion of this qualification within 12 months of taking up position) GCSE or equivalent in English and Mathematics Hold or be prepared to undertake training for First Aid at Work 	•	Application Form and Interview
Experience	<ul style="list-style-type: none"> Experience of working with Primary/Secondary children in a learning support role. 	•	Application Form and Interview
Training	<ul style="list-style-type: none"> Willing to participate fully in all relevant training, including training to support the postholder in their safeguarding responsibilities. 	•	Application Form and Interview.
Special Knowledge	<ul style="list-style-type: none"> An understanding of child development. Knowledge of Health and Safety issues. Knowledge and understanding of child protection issues. 	• First Aid Qualification	Application Form and Interview
Circumstances	<ul style="list-style-type: none"> Ability to work when the school is open (Term Time working) Willingness to work flexibly to meet the requirements of the post. Able to attend after school events. 	•	Application Form and Interview

Disposition	<ul style="list-style-type: none"> • Ability to motivate individuals to perform effectively • Commitment to working in partnership with parents • Awareness of and respect for, the needs of the individual child and their families, including multi-cultural and inclusive practices. 	•	Application From and Interview
Practical and Intellectual Skills	<ul style="list-style-type: none"> • Commitment to safeguarding children and young people. • Exceptionally high standard of spoken and written English. • To have excellent communication skills and be able to use them effectively in the classroom and when talking to families (orally and in writing) • Ability to use technology confidently and show willingness to learn new software and develop new skills 	•	Application From and Interview
Legal Requirements	<ul style="list-style-type: none"> • Enhanced Disclosure & Barring Service Check confirming the appointee is not on the Children's Barred list. • This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role. 	•	Application From and Interview

Shireland Collegiate Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.