

Higher Level Teaching Assistant (HLTA) Person Specification

General heading	Detail	ESSENTIAL (E) / DESIRABLE (D)
Qualifications & Experience	Specific qualifications & experience	Successful experience working with children in a school/early years environment - E Educated to NVQ Level 2 in learning support/early years or equivalent qualification/experience - E Meet Higher Level Teaching Assistant standards - E
	Knowledge of relevant policies and procedures	Basic knowledge of First Aid - D Understand classroom roles and responsibilities and your own position within these - E
	Literacy	Good reading and writing skills - E
	Numeracy	Good numeracy skills - E
	Technology	Full working knowledge of ICT to support learning - E
Communication	Written	Ability to write detailed reports, letters etc - E
	Verbal	Ability to use clear language to communicate information unambiguously - E Ability to listen effectively - E
	Languages	Specialist language/communication skills if appropriate - D
	Negotiating	Ability to negotiate effectively with adults and children - E
Working with children	Behaviour Management	Ability to demonstrate effective implementation of the school's behaviour management policy and strategies which contribute to a purposeful learning environment - E
	SEN	Successful completion of training to support SEN, if appropriate - E
	Curriculum	Working knowledge and experience of implementing national curriculum and other relevant learning programmes - E Good working knowledge of specialist curriculum area(s) if appropriate - D Understanding of statutory frameworks relating to teaching - E
	Child Development	Detailed understanding of child development and learning processes - E Ability to assess and record progress and performance and recommend appropriate strategies to support development - E Motivate, inspire and have high expectations of pupils - E
	Health & Well being	Understand and support the importance of physical and emotional wellbeing - E
Working with others	Working with partners	Ability to make a proactive contribution to the work of the team supporting children, their families and carers through thinking, planning etc - E

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		Ability to work with parents and carers to improve support for children - E
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults - E
	Team work	Ability to work effectively with a range of adults - E
	Information	Contribute to the development and implementation of effective systems to share information - E
Responsibilities	Organisational skills	Good organisational skills - E Ability to remain calm under pressure - E To be flexible - E Follow instructions accurately - E Use own initiative and work independently - E
	Line Management	Ability to manage and support the work of others - E
	Time Management	Ability to manage own time effectively - E Ability to adapt quickly and effectively to changing circumstances, situations - E
	Creativity	Demonstrate creativity and an ability to resolve problems independently - E
General	Equalities	Awareness of and promotion of equality - E
	Health & Safety	Good understanding of Health & Safety - E
	Child Protection	Good understanding and effective implementation of child protection procedures - E
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality - E
	CPD	Demonstrate a clear commitment to develop and learn in the role - E Constantly improve own practice/knowledge through self-evaluation and learning from others - E

KEY

E = Essential

D = Desirable