

Mereside C of E Primary Academy

Higher Level Teaching Assistant – Person Specification

Essential Criteria	Measured By
Experience • Three years experience of working to support children's learning, gained in a relevant environment.	AF/I
Qualifications/Training • Meet HLTA standards or equivalent qualification and experience. • Excellent numeracy/literacy skills equivalent to NVQ Level 2 in English and Maths or recognised equivalent. • NVQ Level 4 for Teaching Assistant (or recognised equivalent qualification).	AF/I/PE
Knowledge/Skills • Full working knowledge of relevant policies/codes of practice including school performance management policies. • A good understanding of curriculum matters and to be able to contribute effectively to curriculum development and delivery. • In depth understanding of areas of learning, e.g. literacy, numeracy, science, SEN or Early Years. • Understanding of principles of child development and learning processes. • Ability to plan effective actions for pupils at risk of underachieving. • Have experience of, or demonstrate the ability to manage a team, including the monitoring, evaluation and prioritisation of others' work. • Have experience of, or demonstrate the ability to develop, implement and deliver training programmes for other staff. • Effective use of ICT to support learning. • Use of other equipment technology – video, photocopier. • Well-developed interpersonal skills to be able to relate well to a wide range of people. • Excellent communication skills.	AF/I/PE
Behavioural Attributes • Builds personal relationships with stakeholders, through regular contact and consultation. • Coaches and empowers team members to take responsibility for ensuring customer care. • Understands the schools development plan and how it relates to team and individual objectives. • Accepts, supports and quickly implements change. • Identifies and promotes best practice and encourage the sharing of ideas. • Proactively seek opportunities to increase job knowledge and understanding.	AF/I

• Values the diversity of individuals, adaptable approach to meet individual needs and effectively utilise the diversity of team members. • Works with others to resolve differences of opinion and resolve conflict. • Requires minimum supervision. • Takes responsibility for own and team actions. • Identifies and overcomes barriers and manage risks. • Takes quick and effective action. • Demonstrates focused implementation of role and responsibilities. • Builds strong team ethos where everyone feels valued. • Provides timely, sensitive and honest feedback on performance. • Is accountable for own development and encourages the ownership of development needs amongst team members	
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AF - Application form

I - Interview

PE - Practical exercise

Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***