

**Higher Level Teaching Assistant**  
**Person specification**

<b>Job Title: Higher Level Teaching Assistant</b>		
	<b>Essential</b>	<b>Desirable</b>
<b>Education and Training</b>		
Good General Education including English and Maths at Grade C GCSE or equivalent	✓	
NVQ Level 2 Teaching Assistant / Supporting Teaching and Learning in Schools or equivalent		✓
HLTA qualification	✓	
<b>Experience &amp; Skills</b>		
Experience of teaching whole classes	✓	
Experience of teaching across Key Stage 1 and Key Stage 2	✓	
Knowledge of the requirements of the national literacy and numeracy strategies	✓	
Understanding of behaviour management strategies	✓	
Basic IT skills	✓	
Certificate in First Aid procedures		✓
Previous experience as a Higher Learning Teaching Assistant	✓	
Ability and experience with adapting, thinking through and implementing strategies to enhance pupil's learning.	✓	
Ability to organise the classroom activities e.g. preparing and setting out resources and implementing strategies for teaching & learning.	✓	
Abie to plan, adapt and prioritise regular and irregular tasks	✓	
Able to clarify and explain instructions to children	✓	
Able to motivate and engage children	✓	
Experience of/ability to contribute to discussions on curriculum delivery and classroom planning.		✓
Able to maintain records and pupil files	✓	
Able to utilise a variety of strategies to engage children and support children in their learning	✓	
<b>Personal Attributes</b>		
Be an effective communicator.	✓	
Ability to remain professional and maintain confidentiality at all times.	✓	
Good time management	✓	
Trustworthy and approachable	✓	
Passionate about positively changing the lives of children	✓	
Ability to use own initiative and work flexibly	✓	
Ability to work in partnership with parents and teachers	✓	
An understanding of and a genuine commitment to Equal Opportunities	✓	
The ability to form and maintain appropriate relationships and personal	✓	

boundaries with children and young people in line the GLF Safeguarding and Child Protection policy and the GLF Staff code of Conduct		
<b>Safeguarding</b>		
GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.		