

SPROTBROUGH ORCHARD INFANT SCHOOL

HIGHER LEVEL TEACHING ASSISTANT APPOINTMENT

PERSON SPECIFICATION

1. QUALIFICATIONS AND TRAINING

	Essential	Desirable	Source of Evidence
Someone who has undertaken relevant training that endorses their ability to cover classes and support children's learning (e.g. level 3 / HLTA status)	✓		A, I, R
GCSE English and Maths or equivalent	✓		A, I, R
A commitment to personal and professional development and a willingness to disseminate any training to others	✓		A, I, R

2. EXPERIENCE

	Essential	Desirable	Source of Evidence
Previous experience of working with children across FS and KS1	✓		A, I, R
Previous experience of covering classes in EYFS and KS1	✓		A, I, R
Previous experience of delivering intervention	✓		A, I, R
Experience of working with children with specific needs (e.g. medical, behaviour, learning, SEN)		✓	A, I, R

3. KNOWLEDGE AND SKILLS

	Essential	Desirable	Source of Evidence
A commitment to maintaining high standards of achievement for all of our children	✓		A, I, R
A good understanding of the appropriate curriculum for Foundation Stage and KS1 and an ability to use this knowledge to liaise with teachers and plan effectively in order to impact on children's learning	✓		A, I, R
A knowledge of child development and an understanding of how children learn	✓		I
Understanding of how to adapt teaching/support in order to meet a variety of needs	✓		A, I, R
Ability to provide support to individual children or small groups of children	✓		I
Ability to manage whole classes and impact on learning when providing PPA cover or covering for short term teacher absence.	✓		A, I, R

Ability to utilise strategies to support children in achieving learning goals	✓		I
Ability to engage and motivate children	✓		I, R
Competent literacy/numeracy skills	✓		A, I
Understanding of how to effectively manage children's behaviour and ability to follow school behaviour policy	✓		I
Knows how to keep children safe and understands how to ensure children are emotionally secure	✓		I

4. PERSONAL SKILLS AND QUALITIES

	Essential	Desirable	Source of Evidence
Excellent communication skills and an ability to relate well to children and adults	✓		A, I, R
Treats all children with respect	✓		I, R
Highly motivated, enthusiastic and energetic	✓		I, R
Is approachable, friendly and has a sense of humour	✓		I, R
Can work co-operatively as part of a close team	✓		I, R
Can contribute to the school's safeguarding culture	✓		I, R
Is reliable and keen to work hard	✓		I, R
Can follow school policies and procedures	✓		I, R
Has high expectations of self and others	✓		I, R
Can contribute to group thinking and has a creative approach to solving problems	✓		I, R
Seeks and can act upon advice in order to develop	✓		I, R
Ability to reflect on practice and respond to feedback	✓		I, R
Is flexible and can adapt to varying situations	✓		I, R
Manages time effectively and works calmly under pressure	✓		I, R
Can follow instructions accurately and can use initiative when necessary	✓		R

Key:

A - Application form/supporting letter

I - Interview

R - References

The above requirements to be evidenced through the application form/letter, interview and references.

Please note that the application form should be completed in full and supporting letter should be clear and concise. If shortlisted, the school will complete online checks and candidates will be required to complete a disclosure form before the interview. The successful applicant will be offered the job subject to satisfactory clearance by the Disclosure and Barring Service and positive recommendation from their current employer.

