

**PERSON SPECIFICATION 2022**  
**JE K579**

**HIGHER LEVEL TEACHING ASSISTANT**

<b>EDUCATION &amp; EXPERIENCE</b>
<ul style="list-style-type: none"><li>• Meet HLTA standards or equivalent qualification or experience.</li><li>• Hold relevant qualifications at a level equivalent to at least NQF Level 3.</li><li>• Demonstrable levels of numeracy &amp; literacy equivalent to GCSE (A-C) or NVQ Level 2 (or by test).</li><li>• Attend induction training training as appropriate and training relevant to the post, including behaviour management and Child Protection training.</li><li>• Training in relevant learning strategies e.g. literacy.</li><li>• A minimum of two years' experience of working with children (either paid or unpaid capacity) preferably in an education setting.</li><li>• Evidence of specialism in specific curriculum areas or areas of particular learning difficulty.</li></ul>
<b>KNOWLEDGE &amp; UNDERSTANDING</b>
<ul style="list-style-type: none"><li>• Knowledge of the requirements of the national literacy and numeracy strategies.</li><li>• Knowledge &amp; understanding of the National Curriculum including the literacy and numeracy strategies.</li><li>• Understanding of behaviour management strategies.</li><li>• Understanding of First Aid procedures.</li></ul>
<b>SKILLS</b>
<ul style="list-style-type: none"><li>• Effective oral and written communication skills.</li><li>• Excellent interpersonal skills both in working relationship with young pupils and in forming effective professional relationships with a wide range of contacts.</li><li>• Good organisational and time management skills.</li><li>• Sound IT skills to support learning and maintain electronic information systems.</li></ul>
<b>ABILITIES</b>
<ul style="list-style-type: none"><li>• Able to form and maintain appropriate professional relationships and boundaries with children and young people.</li><li>• Ability to organise, lead and motivate a team.</li><li>• Ability and willingness to work constructively as part of a team</li><li>• Ability to supervise pupils effectively both in and out of school in line with the school's behaviour policy.</li><li>• Ability to organise the classroom activities e.g. preparing and setting out resources.</li><li>• Ability to organise the classroom activities e.g. preparing and setting out resources and implementing strategies for T&amp;L.</li><li>• Ability to deal with sensitive information in a confidential manner.</li><li>• Ability to help children and young people to transfer their learning to other parts of their lives.</li><li>• Ability to provide a good role model to young pupils.</li><li>• Ability to work in partnership with parents and teachers.</li><li>• Ability to use own initiative and work flexibly.</li><li>• A commitment to deliver the framework of the school's equal opportunities policy.</li><li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</li></ul>
<b>OTHER</b>
<ul style="list-style-type: none"><li>• Willingness to attend school training sessions.</li><li>• Empathy with young people facing barriers to their learning.</li><li>• A commitment to helping young pupils achieve, through education and learning.</li><li>• An understanding of and a genuine commitment to Equal Opportunities.</li><li>• A commitment to upholding the strong Christian ethos of the school.</li></ul>