

## Person Specification

### Higher Level Teaching Assistant (Level 4) Grade 7 SCP 12-17

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>➤ Higher Level Teaching Assistant (HLTA) status</li> <li>➤ Teaching Assistant Induction Training</li> <li>➤ Teaching Assistant NVQ Level 4 or have completed training of a similar standard (including NNEB or a certificate in Literacy &amp; Numeracy for Support Assistants)</li> </ul>	<ul style="list-style-type: none"> <li>➤ First Aid qualification</li> </ul>
<b>Work or relevant experience</b>	<ul style="list-style-type: none"> <li>➤ At least 6 years relevant experience working in an educational setting</li> <li>➤ Experience of classroom administration support</li> <li>➤ Ability to plan and organise effectively</li> <li>➤ Ability to work with small groups or an individual pupil</li> <li>➤ Ability to supervise whole classes</li> </ul>	
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>➤ An in-depth and detailed knowledge of school based education including child development</li> <li>➤ National learning strategies including Literacy and Numeracy</li> <li>➤ Non-school based support agencies</li> </ul>	

<b>Skills and Abilities (relevant to post)</b>	<ul style="list-style-type: none"> <li>➤ Good communication skills and ability to relate well to children, staff and parents</li> <li>➤ Evidence of working well as part of a team</li> <li>➤ ICT and the willingness to update skills and undertake further training</li> <li>➤ Ability to plan, prepare and deliver learning activities to groups and whole classes</li> <li>➤ Management skills</li> <li>➤ Ability to train, supervise and develop other staff</li> <li>➤ Sufficiently fluent in spoken English to ensure effective performance in the role</li> </ul>	<ul style="list-style-type: none"> <li>➤ Specialist skills, training or experience e.g. Art, Music, ICT, display etc.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>➤ Ability to bring to the role, initiative, enthusiasm and commitment</li> <li>➤ Flexibility and reliability</li> <li>➤ Willingness to develop skills with further training</li> </ul>	
<b>Special Conditions</b>	<ul style="list-style-type: none"> <li>➤ Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check</li> </ul>	