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**T.E.A.M EDUCATION TRUST**

**Person Specification – Higher Level Teaching Assistant**

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|  | **Essential** | **Desirable** |  |
| **Qualifications** | * NVQ Level 4 HLTA / recognised HLTA status ***or*** significant experience as a TA with a relevant Level 3 qualification and willingness to undertake a Level 4 qualification * GCSE’s or equivalent in Maths and English, grade C or above / 4-9 / equivalent * Commitment to attend appropriate training and development, taking ownership of personal development | * First Aid at work * Qualifications in aspects of SEN specific provision e.g. PECS, Makaton, TEACCH, behaviour management | A |
| **Experience** | * Experience of working with one or more pupils with SEN in a substantive post in a mainstream or special school * Demonstrated history of leading an area of whole school development | * Experience of working in special schools with a range of pupils with SEN | A/I/R |
| **Knowledge** | * Detailed knowledge and understanding of specific area(s) of whole school provision * Has up to date knowledge of relevant legislation and guidance in relation to working with and the protection of young people. * Understanding of educational and subject pedagogy. |  | A/I/R |
| **Skills and Abilities** | * Ability to plan and deliver high quality sessions * Proven ability to manage your own time effectively, to prioritise and work to tight deadlines whilst retaining a professional composure * Ability to communicate the Trust values and a desire to promote an excellent image of the Trust   The Ability to:   * Lead an agreed area of the school's activity * Plan teaching activities alongside the class teacher, prepare and run learning activities, monitor, modify and record as appropriate * Use alternative methods of communication where required * Prepare teaching support materials * Use ICT to support learning, create reports or other materials * Evaluate own learning needs and seek learning opportunities |  | A/I/R |
| **Professional Development** | * Provide evidence of commitment to continued professional development. |  | A/R |
| **Values** | * An awareness of the School/Trusts equal opportunities policy * Displays commitment to the protection and safeguarding of young people * Values and respects the views and needs of young people * Is willing to work within organisational procedures and processes and to meet required standards for the role * Demonstrates a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children | * A knowledge of the School/Trusts equal opportunities policy | A/I |
| **Personal Qualities** | * Inspirational, dedicated and motivated individual. * Desire to be the best you can be. * Passionate about education. * Good sense of humour with the ability to stay calm under pressure * Awareness of confidentiality and the ability to deal appropriately with sensitive or difficult situations * To display the highest levels of integrity and complete trustworthiness and discretion * Be a problem solver, and to be able to reflect upon one’s own practice * Good oral and written communication skills * Good interpersonal skills * Able to prioritise and organise work effectively, and to remain calm under pressure * Proactive approach to work being responsive, empathetic and supportive to all within the school * Able to establish effective relationships with those working in and with the school * A commitment to safeguarding and promoting the welfare of children |  | A/I |

**Key:**

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| **A** | **Application** | **I** | **Interview** | **R** | **Reference** |