

**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** |