

Role: Higher Level Teaching Assistant		Closing Date: 24/06/2022	
Name of Applicant:		Date:	
Name(s) of persons shortlisting:			
CRITERIA	PERSON SPECIFICATION	Essential	Desirable
Educational Qualifications	<ul style="list-style-type: none"> • Passes in GCSE English & Mathematics (Grade C and above) • A level qualifications or further academic qualifications • Evidence of regular, relevant and recent professional development • Higher Level Teaching Assistant qualification 	✓ ✓ ✓	✓
Work Experience	<ul style="list-style-type: none"> • Experience of using ICT • Experience of working in a school or college environment • Experience of individual, small group and whole class teaching • Experience of working with children with SEND 	✓ ✓ ✓ ✓	
Knowledge, Skills and Abilities	<ul style="list-style-type: none"> • Ability to organise and support others in their day-to-day duties • Ability to communicate effectively and efficiently • Practical experience of working with children/young people • Ability to maintain confidentiality of staff/student information • A willingness to undertake training • An understanding of child protection and safeguarding issues • First-aid qualifications 	✓ ✓ ✓ ✓ ✓ ✓	✓
Personal Qualities	<ul style="list-style-type: none"> • Suitability to work around children and young people • Good time management and organisational skills • Ability to work on your own under initiative and as part of a team • Excellent interpersonal skills orally and on paper • Personable and well-presented • Able to prioritise and meet deadlines • Attention to detail • Resilient in managing interruptions • A desire to learn and take on new challenges • Confident when responding to difficult situations • Patience and a sense of humour 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	
Name of applicant:		Interview: YES/NO	
If no, please give reason:			
Signature:		Date:	