**PERSON SPECIFICATION**

**JOB TITLE:** Higher Level Teaching Assistant

**GRADE:** Band F (working towards Qualification)

Band G (Qualified)

|  |  |  |  |
| --- | --- | --- | --- |
| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** | **ASSESSMENT** |
| **Qualifications & Training**  HLTA status or QTS \*\* or willingness to undertake HLTA training  GCSE Grade C or equivalent in English and Maths  Appropriate first aid training  *(Dependent on the schools needs - insert as appropriate)*  Teacher as Rescuer Swimming award or prepared to do training before starting role. | X  X  X essential if candidate wants 24 hour role | X | 2 & 5  2 & 5  2 & 4 |
| **Experience**  Experience of working in a classroom environment. | X |  | 2 & 4 |
| **Skills & Knowledge**  Demonstrable IT skills and ability to use them as part of the learning process, or, the ability to develop IT skills in a reasonable timeframe.  Good written and verbal communication skills: able to communicate effectively with all children, young people, families and carers  Good understanding of child/young person’s development and learning processes.  Understanding of individual children and young peoples’ needs. | X  X  X  X |  | 2, 3 & 4  2, 3 & 4  2 & 4  2 & 4 |

|  |  |  |  |
| --- | --- | --- | --- |
| **Personal Qualities**  Demonstrable interpersonal skills.  Ability to work successfully in a team.  Able to exercise discretion and judgement.  Confidentiality | X  X  X  X |  | 2 & 4  2 & 4  2 & 4  2 & 4 |
| **Other Requirements**  To be committed to the school’s policies and ethos.  To be committed to Continuing Professional Development.  Motivation to work with children and young people.  Ability to form and maintain appropriate relationships and personal boundaries with children and young people.  Emotional resilience in working with challenging behaviours; and, attitudes to use authority and maintaining discipline | X  X  X  X  X |  | 2 & 4  2 & 4  2 & 4  2 & 4  2 & 4 |
| **Equal opportunities**  To assist in ensuring that NYCC’s equalities policies are considered within the school’s working practices in terms of both employment and service delivery | X |  | 2 & 4 |

**\*\*** *It is essential that Higher Level Teaching Assistants have HLTA status or have Qualified Teacher Status to enable them to deliver teaching and learning activities to a whole class.*

**Assessment: 1. Test prior to shortlisting (i.e. all applicants)**

**2. From application form 3. Test after shortlisting 4. Probing at interview**

**5. Documentary Evidence**

**6. OTHER (Please specify)**