



Immaculate Conception Catholic Primary School

Person Specification for the post of Higher Level Teaching Assistant

Experience, Training and Qualifications	Essential/Desirable
GCSE level C+ in Maths and English or equivalent	E
3 x A Levels or equivalent	D
NVQ Level 4 Qualification in Child Care or equivalent, or working towards this	E
Experience of working with children	E
Enhanced DBS clearance	E
Have awareness of policies and procedures relating to safeguarding, health and safety, equal opportunities and confidentiality	E
Good listening skills and the ability to communicate effectively with children, families, school staff, both orally and in writing	E
Experience of motivating, supporting and guiding young people	E
Experience of working with pupils with additional needs	E
Experience of supporting Literacy and Numeracy in the classroom	D
First aid certificate	D
Knowledge and understanding	
Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation.	E
Working knowledge of national curriculum and other relevant learning programmes.	E
Experience and understanding of children who have social and emotional mental health and how this can impact their learning	E
Knowledge and awareness of issues and factors related to underachievement and barriers to learning and participation	E
Knowledge of building effective one-to-one mentoring and other supportive relationships with children and young people	E
Supporting children of all abilities in their learning	E
Knowledge of how trauma impacts learning development and how emotion coaching supports pupils to feel safe and ready to learn	D
Knowledge and understanding of child protection and health and safety practices and procedures	E
Skills and Abilities	
Working with an individual or a group.	E
Excellent communication skills (both written and verbal).	E
Reflective and responsive to adapt to the needs of the children and alter planning accordingly. Model good behaviour	E
Excellent communication skills (both written and verbal) and the ability to encourage good social skills in children.	E

Reinforce teaching points during teacher input	E
Clear up misunderstanding and sort out misconceptions	E
Provide strategies for: team building, dealing with conflict, developing friendships, developing self-esteem	E
Extend children's thinking skills	E
Discuss with children their understanding of positive behaviour. Suggest ways of developing learning	E
Liaise with the SENCO and outside agencies	E
Take an active involvement in medium term planning	E
Update assessments and Individual Education Programmes in conjunction with the class teacher	E
Personal Qualities	
Calmness and patience	E
Self-motivated and initiative	E
Excellent communicator	E
Discretion	E
Enthusiasm and sense of humour	E
Flexibility and team worker	E