



Higher Level Teaching Assistant (HLTA) PERSON SPECIFICATION

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

QUALIFICATIONS	Ess	Des	MOA
Higher Level Teaching Assistant status or working towards this. (Level 4)	*		A, C
GCSE/O-Level/Level 2 Numeracy and Literacy or willingness to work towards this	*		A, C
Training in relevant learning strategies e.g. literacy.	*		A
Willingness to undertake relevant training to be able to contribute to the overall School Improvement Plan objectives	*		A

SKILLS	Ess	Des	MOA
Specialist skills/training in curriculum or learning area e.g. Computing, Music, PE, MfL or Outdoor Education		*	A, C, T
Can use ICT effectively to support learning	*		A, T
Ability to organise, lead and motivate a team	*		A
Ability to relate well to children and adults	*		A, I
Constantly improve own practice/ knowledge through self-evaluation and learning from others	*		A

KNOWLEDGE	Ess	Des	MOA
Understanding of statutory frameworks relating to teaching	*		A
Experience working with children of relevant age in a learning environment.	*		A
Working knowledge and experience of implementing national/foundation stage curriculum and other relevant learning programmes/strategies	*		A, T
Good understanding of child development and learning processes	*		A
Full working knowledge of relevant policies/codes of practice/legislation	*		A, I
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these		*	A, I
Meet Higher Level Teaching Assistant standards or equivalent qualification or experience	*		A, C
Excellent numeracy/literacy skills – equivalent to NVQ Level 2 in English and Maths	*		C



Training in relevant learning strategies e.g. literacy	*		A
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EXPERIENCE	Ess	Des	MOA
Experience of dealing with queries from a wide range of people	*		A
Experience of working as part of a team		*	A, I
Experience of organising work tasks and duties to meet appropriate service standards e.g. in terms of timeliness, accuracy and customer care		*	A, T

BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS	Ess	Des	MOA
Willing to abide by the Council's Equal Opportunities Policy in the duties of the post, and as an employee of the Council.	*		I
Willing to carry out all duties having regard to an employee's responsibility under the Council's Health and Safety Policies	*		I
To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives	*		I
An ability to respect sensitive and confidential work.	*		T, I
Commitment to own personal development and learning.	*		A, I

METHOD OF ASSESSMENT (MOA)	A = Application Form T = Test I = Interview C = Certificate
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