



PERSON SPECIFICATION

HIGHER LEVEL TEACHING ASSISTANT

The person specification sets out the criteria to be used in determining whether an individual is likely to be able to undertake the duties in the job description.

<b>E - Essential Criteria</b>		
<b>EDUCATION &amp; EXPERIENCE</b>		
1.	Commitment to achieving HLTA qualification	E
2.	Hold relevant qualifications at a level equivalent to at least NQF Level 3.	E
3.	Demonstrable levels of numeracy & literacy equivalent to GCSE (A-C) or NVQ Level 2 (or by test).	E
4.	Attend induction training; NLS, NNS, ALS, ELS, FLS training as appropriate and training relevant to the post, including behaviour management and Child Protection training.	E
5.	Training in relevant learning strategies e.g. literacy.	E
6.	A minimum of two years' experience of working with young people (either paid or unpaid capacity) preferably in an education setting.	E
7.	Evidence of specialism in specific curriculum areas or areas of particular learning difficulty.	E
<b>KNOWLEDGE AND UNDERSTANDING</b>		
1.	Knowledge and understanding of the National Curriculum including the literacy and numeracy strategies.	E
2.	Understanding of behaviour management strategies.	E
3.	Understanding of First Aid procedures.	E
<b>SKILLS</b>		
1.	Effective oral and written communication skills.	E
2.	Excellent interpersonal skills both in working relationship with young pupils and in forming effective professional relationships with a wide range of contacts.	E
3.	Good organisational and time management skills.	E
4.	Sound IT skills to support learning and maintain electronic information systems.	E