

Hagley Primary School**Person Specification: Higher Level Teaching Assistant (HLTA)**

	Essential	Desirable	Method of Assessment
Experience	<ul style="list-style-type: none"> A minimum of two years' experience of working with children (either paid or unpaid capacity) preferably in an education setting. Evidence of specialism in specific curriculum areas or areas of particular learning difficulty. 	<ul style="list-style-type: none"> Experience of all Key Stages 	<ul style="list-style-type: none"> Application form Interview References
Education and Qualifications	<ul style="list-style-type: none"> Meet HLTA standards or equivalent qualification or experience. Hold relevant qualifications at a level equivalent to at least NVQ Level 3. Undertake phonics training for KS1 Demonstrable levels of numeracy & literacy equivalent to GCSE (A-C) or NVQ Level 2 (or by test). 		<ul style="list-style-type: none"> Application form Interview References
Training/ Development	<ul style="list-style-type: none"> Prepared to attend training for relevant aspects of the post 		<ul style="list-style-type: none"> Application form Interview
Skills and Abilities	<ul style="list-style-type: none"> Good organisational and time management skills Sound IT skills to support learning and maintain electronic information systems Excellent interpersonal skills both in working relationship with young pupils and in forming effective professional relationships with a wide range of contacts Effective oral and written communication skills with members of school staff, parents and outside agencies Knowledge & understanding of the National Curriculum including the literacy and numeracy strategies. Understanding of behaviour management strategies. Understanding of First Aid procedures. 		<ul style="list-style-type: none"> Application form Interview References
Other factors	<ul style="list-style-type: none"> Suitability to work with children Flexible attitude towards work routines Eligibility to live and work in the United Kingdom 		<ul style="list-style-type: none"> DBS check Interview References
Hagley Primary School is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an enhanced criminal record check.			