

## Higher Level Teaching Assistant (HLTA) Person Specification

| General heading                        | Detail                                        | ESSENTIAL (E) / DESIRABLE (D)                                                                                                                                                                                                                                   |
|----------------------------------------|-----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Qualifications &amp; Experience</b> | Specific qualifications & experience          | Successful experience working with children in a school/early years environment - E<br>Educated to HLTA Level 4 or equivalent qualification/experience - E<br>Meet Higher Level Teaching Assistant standards - E                                                |
|                                        | Knowledge of relevant policies and procedures | Basic knowledge of First Aid - D<br>Understand classroom roles and responsibilities and your own position within these - E                                                                                                                                      |
|                                        | Literacy                                      | Good reading and writing skills - E                                                                                                                                                                                                                             |
|                                        | Numeracy                                      | Good numeracy skills - E                                                                                                                                                                                                                                        |
|                                        | Technology                                    | Full working knowledge of ICT to support learning - E                                                                                                                                                                                                           |
| <b>Communication</b>                   | Written                                       | Ability to write detailed reports, letters etc - E                                                                                                                                                                                                              |
|                                        | Verbal                                        | Ability to use clear language to communicate information unambiguously - E<br>Ability to listen effectively - E                                                                                                                                                 |
|                                        | Languages                                     | Specialist language/communication skills if appropriate - D                                                                                                                                                                                                     |
|                                        | Negotiating                                   | Ability to negotiate effectively with adults and children - E                                                                                                                                                                                                   |
| <b>Working with children</b>           | Behaviour Management                          | Ability to demonstrate effective implementation of the school's behaviour management policy and strategies which contribute to a purposeful learning environment - E                                                                                            |
|                                        | SEN                                           | Successful completion of training to support SEN, if appropriate - E                                                                                                                                                                                            |
|                                        | Curriculum                                    | Working knowledge and experience of implementing national curriculum and other relevant learning programmes - E<br>Good working knowledge of specialist curriculum area(s) if appropriate - D<br>Understanding of statutory frameworks relating to teaching - E |
|                                        | Child Development                             | Detailed understanding of child development and learning processes - E<br>Ability to assess and record progress and performance and recommend appropriate strategies to support development - E<br>Motivate, inspire and have high expectations of pupils - E   |
|                                        | Health & Well being                           | Understand and support the importance of physical and emotional wellbeing - E                                                                                                                                                                                   |
| <b>Working with others</b>             | Working with partners                         | Ability to make a proactive contribution to the work of the team supporting children, their families and carers through thinking, planning etc - E                                                                                                              |

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|-------------------------|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                         |                                 | Ability to work with parents and carers to improve support for children - E                                                                                                              |
|                         | Relationships                   | Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults - E                                                     |
|                         | Team work                       | Ability to work effectively with a range of adults - E                                                                                                                                   |
|                         | Information                     | Contribute to the development and implementation of effective systems to share information - E                                                                                           |
| <b>Responsibilities</b> | Organisational skills           | Good organisational skills - E<br>Ability to remain calm under pressure - E<br>To be flexible - E<br>Follow instructions accurately - E<br>Use own initiative and work independently - E |
|                         | Line Management                 | Ability to manage and support the work of others - E                                                                                                                                     |
|                         | Time Management                 | Ability to manage own time effectively - E<br>Ability to adapt quickly and effectively to changing circumstances, situations - E                                                         |
|                         | Creativity                      | Demonstrate creativity and an ability to resolve problems independently - E                                                                                                              |
| <b>General</b>          | Equalities                      | Awareness of and promotion of equality - E                                                                                                                                               |
|                         | Health & Safety                 | Good understanding of Health & Safety - E                                                                                                                                                |
|                         | Child Protection                | Good understanding and effective implementation of child protection procedures - E                                                                                                       |
|                         | Confidentiality/Data Protection | Understand procedures and legislation relating to confidentiality - E                                                                                                                    |
|                         | CPD                             | Demonstrate a clear commitment to develop and learn in the role - E<br>Constantly improve own practice/knowledge through self-evaluation and learning from others - E                    |

**KEY**
*E = Essential*
*D = Desirable*