



## Person Specification: Higher Level Teaching Assistant

	Essential	Desirable
<b>Qualifications and experience</b>	Higher Level Teaching Assistant Qualification or equivalent English GCSE A-C or equivalent Maths GCSE A-C or equivalent ICT qualification Experience of working with children who have a wide variety of educational needs.	Evidence of INSET and training First Aid training Engagement of further training A level in English or Maths Degree
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"><li>• Able to use a number of ICT applications to support planning, teaching and learning</li><li>• Knowledge, understanding and experience of:<ul style="list-style-type: none"><li>○ Providing effectively for children's differing needs</li><li>○ A range of appropriate strategies for supporting teaching and learning</li><li>○ A range of behaviour management strategies</li><li>○ Identifying, and closing gaps in children's understanding</li></ul></li><li>• Experience of delivering sessions for individual pupils and groups of pupils</li></ul>	Experience of planning, delivering and assessing sessions for individuals and groups of pupils, including whole classes.



<b>Skills</b>	<p>The HLTA will be able to:</p> <ul style="list-style-type: none"><li>• Teach a whole class session</li><li>• Teach planned lessons and cover lessons where required</li><li>• Work with an individual, group or whole class</li><li>• Reinforce teaching points during teacher input</li><li>• Clear up misunderstandings and sort out misconceptions</li><li>• Teach new concepts as agreed with the class teacher</li><li>• Model acceptable behaviour</li><li>• Provide strategies for spelling, reading, number skills and extending thinking skills</li><li>• Suggest ways of developing learning</li><li>• Encourage positive social skills</li><li>• Support teachers with planning</li></ul>	<p>Experience of planning, delivering and assessing sessions for individuals and groups of pupils, including whole classes.</p>
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<b>Personal characteristics</b>	<p>Enjoys working with young people Able to work accurately and efficiently under pressure Able and willing to adapt to last minute changes Attention to detail Able to work as part of a team Able to prioritise Able to work without direct supervision Well organised Able to motivate students</p> <p>Be able to demonstrate the values below:</p> <ul style="list-style-type: none"><li>• Professionalism</li><li>• Calmness</li><li>• Confidentiality</li><li>• Empathy</li><li>• Enthusiasm</li><li>• Flexibility</li><li>• Initiative</li><li>• Honesty</li><li>• Reliability</li><li>• Humour</li></ul>	
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