



HLTA PERSON SPECIFICATION

AF = Application Form I = Interview

Post Title		Level 4 Higher Level Teaching Assistant		
Grade		G -NJC		
School Name		Wilbarston CE Primary School		
Attributes	Essential It is essential candidates can provide evidence of:	Test	Desirable It is desirable candidates can provide evidence of:	Test
Education and Qualifications	NVQ level 4 or equivalent in relevant subject e.g. HLTA qualification or significant experience of working with or caring for children of relevant age and at least a pass in English and Maths at GCSE C or equivalent Evidence of training in a Literacy/Numeracy programme and or other curriculum or learning area.	AF/I AF/I	English and Maths qualifications to NVQ Level 3, A-Level or equivalent Further CPD training undertaken. Specialist knowledge in a particular curriculum or learning area e.g. SEN Commitment to attaining HLTA status (if do not currently hold)	
Experience and Knowledge	A minimum of two years experience of working with children preferably in an education setting Understanding of behaviour management strategies Experience of leading small and large groups Experience of interpreting lesson planning Experience of quality feedback and marking Working knowledge of national curriculum/EYFS	AF/I	Experience of working with children in different key stages programmes Experience of leading whole class sessions Working knowledge of school behaviour management policy Working knowledge of school marking and feedback policy Experience of planning learning activities	AF/I AF/I



	curriculum and other relevant learning		Experience of the year 6 SATS administration process	
Safeguarding	<p>A commitment to safeguarding children and report concerns. Subjected to a full Disclosure and Barrier check, satisfactory references and disqualification by association form completed.</p> <p>Able to form and maintain appropriate professional relationships and boundaries with children and young people. Ability to deal with sensitive information in a confidential manner.</p>	AF/I	<p>Recent evidence Of Safeguarding training and working knowledge of school child protection practices.</p> <p>Recent first aid training</p>	

Ability and Skills	<p>Ability to work constructively as part of a team</p> <p>Ability to work in partnership with class teacher to ensure consistency for pupils Effective oral and written communication skills Ability to manage difficult behaviour in a calm and patient manner</p> <p>Ability to use own initiative but also follow direction Good organisation and time management skills. Confident with the use of IT equipment to support learning.</p> <p>Able to act as good role model to children. Ability to organise the classroom activities Ability to implement teaching and learning strategies</p>	AF/I AF/I	<p>Ability to organise and lead others</p> <p>Ability to help children transfer their learning to other parts of their lives Willingness to attend school training sessions</p>	
Equal Opportunities	<p>A commitment to helping pupils achieve through learning</p> <p>Ability to demonstrate awareness/understanding of Equal opportunities. Able to support and understand the needs of SEND pupils</p>			

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