

## Person Specification

Name of school:

Job title: Higher Level Teaching Assistant

Line Manager:

Grade: Generic HLTA job description (pay scale Range B: Scale 5 - 6)

*The person specification should be used in relation to the HLTA Standards and the relevant Job Description*

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<p>The Higher Level Teaching Assistant should have:</p> <ul style="list-style-type: none"> <li>• HLTA status</li> </ul>	<p>In addition, the Higher Level Teaching Assistant might have:</p> <ul style="list-style-type: none"> <li>• Other relevant qualifications (e.g. Foundation Degree in Education)</li> <li>• National Vocational Qualifications in Supporting Teaching and Learning</li> </ul>
<b>Experience</b>	<p>The Higher Level Teaching Assistant should have experience of:</p> <ul style="list-style-type: none"> <li>• working in school for a minimum of 3 years</li> <li>• Training or expertise in a relevant curriculum or other learning area (e.g. maths or english)</li> <li>• working with children who have specific special needs</li> </ul>	<p>In addition, the Higher Level Teaching Assistant might have experience of:</p> <ul style="list-style-type: none"> <li>• leading and managing other support staff</li> </ul>
<b>Knowledge and Understanding</b>	<p>The Higher Level Teaching Assistant should have knowledge and understanding of:</p> <ul style="list-style-type: none"> <li>• HLTA Standards 8 to 16</li> <li>• Relevant policies, codes of practice and legislation including safeguarding</li> <li>• Multi agency working</li> </ul>	

**Skills**

The Higher Level Teaching Assistant will be able to:

- demonstrate the HLTA standards 17 to 33
- plan effective activities for pupils at risk of underachieving;
- develop their knowledge through the evaluation of their own learning needs;
- work independently;
- organise, lead and motivate a team, and work well as part of it
- Calm under pressure and able to adapt to change quickly

The Higher Level Teaching Assistant might also be able to:

- Use coaching and mentoring skills with adults and pupils
- Demonstrate leadership and line management skills