



## Brackenhill Primary School Personnel Specification Higher Level Teaching Assistant (HLTA)

Factor	Essential	Desirable	Means of assessment
<b>QUALIFICATIONS /EDUCATION</b>	<ul style="list-style-type: none"> <li>• Meet HLTA standards or equivalent qualification or experience or the willingness to undertake</li> <li>• Hold relevant qualifications at a level equivalent to at least Level 3</li> <li>• Demonstrate levels of numeracy and literacy equivalent to GCSE (Grade C or above) or NVQ level 2</li> <li>• Training in relevant learning strategies</li> <li>• A minimum of two years of experience of working with children either paid or unpaid preferably in an education setting</li> <li>• Must have a valid first aid certificate or be willing to undertake first aid training and deliver first aid duties in school</li> <li>• Must be willing to undertake training for and perform fire marshal duties</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of further educational studies/ training/ qualifications relevant to teaching the National Curriculum and inspiring all pupils</li> <li>• Recent relevant in-service training.</li> <li>• HLTA qualification</li> </ul>	Application
<b>EXPERIENCE/ KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Working knowledge of the 2014 National Curriculum.</li> <li>• Using positive behaviour management strategies</li> <li>• Successful teaching experience (whole class) within the primary age range.</li> <li>• Experience of continually adapting reflecting on and improving teaching practice to increase pupil engagement, achievement and attainment.</li> <li>• Experience of continually adapting teaching and learning in the classroom to respond to pupil needs.</li> <li>• Experience of excellent standards in core subjects from primary aged pupils.</li> <li>• Experience of working with pupils with additional educational needs and social, emotional and mental health needs</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a setting with children who have EAL.</li> <li>• Experience of leading a team effectively in or out of schools</li> <li>• Experience of working in a SEMH resourced provision/PRU</li> </ul>	Application Observation Interview Reference
<b>SKILLS</b>	<ul style="list-style-type: none"> <li>• Effective oral and written communication skills</li> <li>• Excellent interpersonal skills both in working relationships with young pupils and in forming effective professional relationships with a wide range of contacts.</li> <li>• Good organisational and time management skills</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding and experience of the assessment systems and processes at the end of EYFS, KS1 and KS2.</li> <li>• Experience of working with pupils</li> </ul>	Application Observation Interview Reference

	<ul style="list-style-type: none"> <li>• Sound IT skills to support learning and maintain electronic information systems.</li> <li>• Competent ICT skills including IWB skills.</li> <li>• Ability to use assessment results and target setting procedures to inform teaching and learning.</li> <li>• Knowledge of effective strategies to support pupils with SEND and SEMH.</li> <li>• Knowledge and understanding of safeguarding procedures and legislation.</li> </ul>	with SEMH needs at an EHCP level.	
<b>PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• Able to form and maintain appropriate and professional relationships and boundaries with children and young people.</li> <li>• Ability to supervise pupils effectively both in and out of school in line with the schools behaviour policy</li> <li>• Ability to organise the classroom activities e.g.: setting out resources.</li> <li>• Ability to provide a good role model to young pupils</li> <li>• Ability to work in partnership with parents and teachers</li> <li>• Ability to use own initiative and work flexibly</li> <li>• Enthusiastic, energetic and positive.</li> <li>• Committed to continuing professional development.</li> <li>• Excellent communication and inter-personal skills.</li> <li>• Commitment to collaboration and teamwork.</li> <li>• Excellent time management and organisation skills.</li> <li>• Effective behaviour management.</li> <li>• Motivated and able to demonstrate initiative.</li> <li>• Expecting and facilitating all children to reach their potential irrespective of social background.</li> <li>• Ability to manage effectively pupil discipline and have a commitment to a high level of pastoral care.</li> <li>• Ability to organise, attend and lead educational visits.</li> <li>• A commitment to the safeguarding and welfare of all pupils.</li> <li>• Able to keep accurate records.</li> <li>• Good standard of written and spoken English.</li> <li>• Willingness to engage with Team Teach.</li> </ul>	<ul style="list-style-type: none"> <li>• To have a creative and flexible approach towards working.</li> <li>• Ability to lead and model good practice for others.</li> <li>• Team Teach trained/experienced.</li> <li>• First Aid trained.</li> </ul>	Application Interview Reference
<b>CIRCUMSTANCES / PERSONAL</b>	<ul style="list-style-type: none"> <li>• Will not require holiday leave during term time.</li> <li>• Must be legally entitled to work in the UK (Asylum and Immigration Act 1996).</li> <li>• No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (DBS check required).</li> </ul>		Interview Site of documentation

<b>PHYSICAL / SENSORY</b>	<ul style="list-style-type: none"> <li>• Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010.</li> <li>• Ability to cope with requirements of the post, which may include working with pupils who have emotional and behavioral difficulties or physical difficulties.</li> <li>• For posts working with pupils who have physical difficulties, it may be an unavoidable core component of the job for the post holder to be capable of lifting and carrying pupils, within school policies and practices.</li> </ul>		<p style="text-align: center;">Interview</p>
<b>EQUALITY</b>	<ul style="list-style-type: none"> <li>• Candidates should indicate an acceptance of and commitment to the principles underlying the Council's Equal Rights policies and practices.</li> </ul>		<p style="text-align: center;">Interview</p>
<b>OTHER</b>	<ul style="list-style-type: none"> <li>• Willingness to attend school training sessions/parents evenings/school trips</li> <li>• Empathy with young people facing barriers to their learning</li> <li>• A commitment to helping young pupils achieve, through education and learning</li> <li>• An understanding of and a genuine commitment to Equal Opportunities</li> </ul>		<p style="text-align: center;">Application Interview Reference</p>