



Whitmore Park Primary School

Person Specification SEND Higher Level Teaching Assistant

Job Title:	Grade 4 / SEND HLTA
Knowledge and Understanding	• Full working knowledge of relevant codes of practice / legislation e.g. 'Keeping Children Safe in Education' • Good working knowledge of National Curriculum and other relevant learning programmes • Understanding of the principles of child development and learning • An understanding of the role adults play in children's learning processes and in particular, barriers to learning • Recognise behavioural patterns and use strategies to support behaviour management • Have knowledge and understanding of implementing plans to meet the specific needs of individuals or groups of children • Full understanding of the range of support services and providers • An understanding of the needs and characteristics of children • An awareness of the difficulties likely to face children with special needs and English as an additional language • A good understanding of the EY/National Curriculum • An understanding of equal opportunity issues and an awareness of what this involves e.g. being able to communicate with people from minority groups, people with disabilities
Skills & Abilities	• Excellent interpersonal skills both in working relationship with children and parents/carers and in forming effective professional relationships • Ability to work constructively and effectively as part of a team • To have competency skills in numeracy and literacy, e.g. to be able to spell, punctuate correctly etc. • To confidently use different sources of ICT to support learning • Ability to maintain a positive and caring ethos with an accent on high achievement for all • Effective oral and written communication skills • To be able to explain tasks simply and clearly • To have good organisational skills • To be supportive, patient and caring • Ability to be flexible and pro-active about challenge / change • Ability to monitor, record and make assessments about individual progress and liaise with appropriate staff about this • Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these • Ability to self-evaluate learning needs of themselves and the children they work with • To be able to support Teaching assistants in their development • To be able to effectively lead a whole group/class of children in their learning • To assist children on an individual basis but also as part of a team • To be able to support children who are ill or need toileting • To be able to deal with tasks such as toileting accidents • To be able to deal with situations calmly and effectively

	• To be able to assist or organise classroom and equipment set up • To be able to accept authority and supervision and respond appropriately • To be able to conduct yourself in a professional manner at all times – acting as a role model to children and other members of staff through your actions • To demonstrate a friendly but firm manner and to engage effectively with children
Experience	• Experience of working with children in a school setting is essential • Experience of working with children and young people with a variety of abilities and backgrounds/or of a relevant age • Demonstrate levels of numeracy and literacy equivalent to GCSE (A-C) or NVQ Level 2 • Experience of leading activities with children
Qualifications / Educational	• Excellent Literacy and Numeracy skills • GCSE Grade C or equivalent in English and Maths is essential • Holds a recognised and relevant HLTA qualification or is able to meet the standards or equivalent qualification or experience • Although not essential it is desirable that the candidate holds an up to date First Aid certificate or is willing to undertake training

This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check if police records via Disclosure and Barring Service (DBS)