**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*

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|  | **Essential** | **Desirable** |
| **Qualifications**  | The Higher Level Teaching Assistant should have:* HLTA status
 | In addition, the Higher Level Teaching Assistant might have:* Other relevant qualifications (e.g. Foundation Degree in Education)
* National Vocational Qualifications in Supporting Teaching and Learning
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| **Experience** | The Higher Level Teaching Assistant should have experience of:* working in school for a minimum of 3 years
* Training or expertise in a relevant curriculum or other learning area (e.g. maths or english)
* working with children who have specific special needs
 | In addition, the Higher Level Teaching Assistant might have experience of:* leading and managing other support staff
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| **Knowledge and Understanding** | The Higher Level Teaching Assistant should have knowledge and understanding of:* HLTA Standards 8 to 16
* Relevant policies, codes of practice and legislation including safeguarding
* Multi agency working
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| **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
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