**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 |
| **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 |
| **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 |