**Person Specification:** Higher Level Teaching Assistant/Teaching and Learning Assistant

**Accountable to:** Headteacher

**HLTA only specification is in bold. HLTA candidates have to meet the requirements of a TA too.**

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| **SPECIFICATION** | **ESSENTIAL** | **DESIRABLE** |
| **Qualification and Training** | Good Numeracy/Literacy skills including GCSE level Maths and English grades – A – C or Grade 5 and above or the equivalent.  **HLTA only:**   * **HLTA qualification** * **Level 3 TA or a Degree and significant experience (3 years +) as a TA and the desire to complete the HLTA qualification.** * **QTS** | NVQ2 or equivalent (TA only)  Evidence of qualifications in teaching and learning support/child development  Training in specific areas e.g. SEND - ASD |
| **Experience** | Evidence of having worked with children aged 3 – 11.  **Experience of planning and delivering lessons to large groups of pupils (HLTA)** | Experience of working with children with SEND  **Evidence of having worked in more than one key stage in primary education (HLTA only)**  **Experience of teaching a whole class of pupils on occasion (HLTA)** |
| **Qualities, Skills, Knowledge and Abilities.** | A positive interest in working with children  Ability to relate well to children and adults  Adaptability and Flexibility in response to a changes which have to be made quickly  Able to work on own and as part of a team  Ability to build good working relationships with a range of colleagues  A clear communicator  Ability to work calmly and with patience  Ability and keenness to work across the primary age range.  Basic working knowledge of how to use a computer  **A good working knowledge of ICT/Computing which can used to support teaching (HLTA only)** | Knowledge of phonics or ability to learn.  General understanding of National Curriculum, the foundation stage and other basic learning programmes  Knowledge of relevant policies/codes of practice and awareness of legislation. |
| **Health** | A good attendance and punctuality record  Evidence of the stamina required to cope with the demands of the post |  |
| **References** | Supportive |  |

***All employees of Rugby Free Primary School are required to comply with the Equal Opportunities Policy when undertaking the duties of their job and to promote the policies, aims and vision of the school positively.***