



Higher Level Teaching Assistant Person Specification

	JOB REQUIREMENTS	Essential	Preferred	* How assessed
Qualifications and experience	HLTA Level 4 diploma	✓		A & R
	QTS status		✓	A & R
	First aid qualification and paediatric first aid qualification		✓	A & R
	Some SEN training eg. ADHD		✓	A & R
	Maths and English GCSE or equivalent at grade C or above	✓		A & R
	Knowledge of the Key Stage 1/Key Stage 2 and national curriculum	✓		A & I
	Relevant experience as a Teaching Assistant/Teacher - Working with individuals or groups of pupils - First Aid – comfort sick children - Support social, emotional and physical needs of children - Supporting, encouraging and enabling pupils to engage in learning activities	✓ ✓ ✓ ✓	 ✓	A, I, R
	ICT skills	✓		A, I & T
Working with people	Demonstrates an interest in and understanding of others; adapts to the team and builds team spirit; recognises and rewards the contribution of others; listens, consults and communicates proactively; supports and cares for others; develops and openly communicates self-insight.	✓		A, I & T
Persuading and influencing	Makes a strong personal impression on others; gains clear agreement and commitment from others by persuading, convincing and negotiating; promotes ideas on behalf of self and others; manages and defuses/de-escalates conflict; encourages engagement and commitment from others.	✓		I & T
Presenting and communicating	Speaks clearly and fluently; shares information and key points clearly, adapting to the audience and checking for understanding. Presents to groups with skill and confidence; responds quickly to the needs of the audience and to their reactions and feedback. Projects	✓		A, I & T

	credibility.			
Following Instructions and Procedures	Appropriately follows instructions and without unnecessary challenge; follows policies, procedures, protocols and guidance; keeps to schedules and plans; arrives punctually; demonstrates commitment to the organisation; complies with the legal and statutory requirements of the role.	✓		I
Coping with Pressures and Setbacks	Works productively in a busy environment; keeps emotions under control, particularly during difficult situations; balances the demands of work life and personal life; maintains a positive outlook at work; seeks and responds well to feedback, reflecting, learning and developing.	✓		I
Staff Development	Willingness and ability to continue to learn and develop	✓		I
Child Protection	A commitment to the responsibility of safeguarding and promoting the welfare of young people	✓		I
	Enhanced DBS disclosure and disqualification questionnaire	✓		
	Willingness to undertake Child Protection training when required	✓		I

* A = by application, R = by references & qualification check, I = assessed by Interview, T = Teaching/classroom task