

Higher Level Teaching Assistant (HLTA) Person Specification



Person Specification		
	Essential	Desirable
Qualifications	<p>NVQ Level 3 or equivalent, with relevant experience and or skills to fulfil the role of HLTA.</p> <p>Ability to meet Higher Teaching Assistant Standards.</p> <p>Possess good Literacy and Numeracy skills – Basic Skills Level 2 or equivalent.</p>	<p>Level 4 (HLTA) qualification or equivalent.</p> <p>Additional specialist skills / training in curriculum or specific area to support the role of HLTA – PPA cover within school.</p> <p>First Aid training as appropriate.</p>
Experience	<p>Significant experience working as at least a TA3 to support pupils with learning difficulties and behavioural problems.</p> <p>Experience of planning and delivering small and whole group learning opportunities to support individual learning needs and pupils.</p> <p>Experience of general clerical / administrative work essential to the role of HLTA.</p>	<p>Experience of contributing to assessment.</p> <p>Whole class teaching experience.</p>
Knowledge, Skills and Understanding	<p>Can use ICT effectively to support delivery of teaching and learning, and to effectively communicate with key stakeholders.</p> <p>An understanding of classroom roles and responsibilities.</p> <p>Good understanding of child development and learning processes and in particular barriers to learning.</p> <p>Ability to organise, lead and motivate self and others to work constructively as part of a team.</p> <p>Ability to relate well to children and adults.</p> <p>Ability to stay calm and be patient and understanding when working with children.</p> <p>To be able to deal with behaviours in a calm and non-judgemental way following school guidance.</p> <p>Ability to understand roles of parents and carers in pupils learning and demonstrate ability to liaise with them sensitively and effectively.</p>	<p>Good understanding and appreciation of individual needs of pupils.</p> <p>Sound understanding of behaviour management and behaviour policy.</p> <p>Good working knowledge of relevant policies and codes of practice and awareness of relevant legislation.</p>
Other	<p>A desire to constantly improve own practice / knowledge through self-evaluation and learning from others.</p> <p>To be responsible for promoting and safeguarding the welfare of children within the school.</p>	<p>A willingness to undertake HLTA training.</p>