

## Person specification – Higher Level Teaching Assistant (HLTA)

CRITERIA	QUALITIES
<b>Qualifications and experience</b>	<ul style="list-style-type: none"> <li>➤ GCSEs at grades 9 to 4 (A* to C) including English and maths</li> <li>➤ Experience of working with children</li> <li>➤ Experience of planning and leading teaching and learning activities (under supervision)</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>➤ Good literacy and numeracy skills</li> <li>➤ Good organisational skills</li> <li>➤ Ability to build effective working relationships with pupils and adults</li> <li>➤ Skills and expertise in understanding the needs of all pupils</li> <li>➤ Knowledge of how to help adapt and deliver support to meet individual needs</li> <li>➤ Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils</li> <li>➤ Excellent verbal communication skills</li> <li>➤ Active listening skills</li> <li>➤ The ability to remain calm in stressful situations</li> <li>➤ Knowledge of guidance and requirements around safeguarding children</li> <li>➤ Good ICT skills, particularly using ICT to support learning</li> <li>➤ Understanding of roles and responsibilities within the classroom and whole school context</li> <li>➤ Understanding of effective teaching methods</li> <li>➤ Knowledge of how to successfully lead learning activities for a group or class of children</li> <li>➤ Knowledge of how statutory and non-statutory frameworks for the school curriculum relate to the age and ability ranges of the learners they support</li> <li>➤ Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>➤ Enjoyment of working with children</li> <li>➤ Sensitivity and understanding, to help build good relationships with pupils</li> <li>➤ A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the college</li> <li>➤ Commitment to maintaining confidentiality at all times</li> <li>➤ Commitment to safeguarding pupil's wellbeing and equality</li> </ul>
<b>SPECIAL CONDITIONS:</b>	<ul style="list-style-type: none"> <li>➤ The job involves working with children and will be subject to Disclosure and Barring Service checks.</li> </ul>