

**PERSON SPECIFICATION – HIGHER LEVEL TEACHING ASSISTANT**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **CRITERIA** | Essential/Desirable | Where assessed |
|  | **Qualifications and Education** |  |  |
| 1 | Maths and English GCSE Grade 4 or equivalent  | E | A/C |
| 2 | HLTA Status | D | A/C |
| 3 | Further relevant training/development | D | A/C |
|  | **Experience and Knowledge** |  |  |
| 4 | Successful experience of working with students in a school environment  | E | A, I, R |
| 5 | Understanding of relevant policies/codes of practice and awareness of relevant legislation | E | A, I, R |
| 6 | Understanding of the national curriculum at secondary level | E | A, I, R |
| 7 | Experience of whole class teaching | D | A, I, R |
| 8 | Experience of working with external agencies | D | A, I, R |
| 9 | Ability to motivate and engage students | E | A, I, R |
|  | **Skills** |  |  |
| 10 | Excellent communication skills and the ability to develop strong professional relationships with students, colleagues, parents/carers and external organisations | E | A, I, R |
| 11 | Ability to organise work, prioritise tasks, make decisions and manage time effectively | E | A, I, R |
|  | **Personal Attributes**  |  |  |
| 17 | A commitment to safeguarding and promoting the welfare of children and young people | E | A, I, R |
| 18 | Flexible and able to use own initiative | E | A, I, R |
| 19 | A willingness to be involved in extra-curricular activities | E | A, I, R |

**Key: Where Assessed**

A – Application Form

C – Certificates

I – Interview

R - References

Please set out how you meet the essential and if appropriate desirable criteria in your application form. The person specification will be used to shortlist candidates for interview.