



Post title: Higher Level Teaching Assistant
Academy: Academy 360
Reporting to: Director of Inclusion and Support
Salary/Pay range: FTE £30,024 Actual £25,905.66
Hours of work: Full time 37 hours per week, term time only plus 5 training days

The successful candidate will meet the criteria detailed within this person specification. The listed criteria will form the basis of the selection process. Applicants should address all elements of the person specification, indicating experience and where appropriate, citing supporting examples within their application.

| Qualifications & training | Essential | Desirable | How identified |
|---|------------------|------------------|----------------------------------|
| Training in relevant learning strategies e.g. Literacy | X | | Application |
| Higher Level Teaching Assistant status | X | | |
| Level 2 Literacy and Numeracy | X | | |
| Specialist skills/training in curriculum or learning area, e.g. bi-lingual, sign language, ICT | | X | |
| Personal attributes | Essential | Desirable | How identified |
| Are highly ambitious for self and organisational growth | X | | Application Interview Task |
| Are brave in leadership decision making, being innovative and forging new paths | X | | |
| Are curious to identify solutions based on rigorous evidence and research | X | | |
| Are determined to overcome obstacles and resilient in the face of challenge | X | | |
| Are fast and nimble to address emerging needs and underperformance | X | | |
| Are good, moral, truthful and treat others with respect | X | | |
| Are open-minded to bringing about extraordinary change which may challenge the norm | X | | |
| Skills & knowledge | Essential | Desirable | How identified |
| Excellent written and oral communication skills | X | | Application Interview Task |
| Able to persuade, influence and gain co-operation | X | | |
| Excellent presentation skills | X | | |
| Working knowledge of relevant policies/codes of practice/legislation within a classroom setting | X | | |

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|---|------------------|------------------|----------------------------------|
| Working knowledge of national/foundation stage curriculum and other relevant learning programmes and strategies | | | |
| Good understanding of child development and learning processes | X | | |
| Able to organise, lead and motivate a team and to work constructively as part of a team | X | | |
| Awareness of relevant legislation relating to child protection and safeguarding | X | | |
| Working knowledge of the current issues facing education with specific reference to the workplace. | | X | |
| Understanding of classroom roles and responsibilities | | X | |
| Excellent ICT skills and ability to use them effectively to support learning | | X | |
| Experience | Essential | Desirable | How identified |
| Leadership and people management skills | X | | Application Interview Task |
| Ability to prioritise workload effectively to meet deadlines | X | | |
| Excellent communication and inter-personal skills, including tact and diplomacy | X | | |
| Working with children of relevant age in a learning environment | X | | |
| Experience of implementing national curriculum and other relevant learning programmes and strategies | X | | |
| Using/implementing behaviour management strategies | X | | |
| Experience of advancing pupils' learning in a range of classroom settings, including working with individuals, small groups and whole classes where the assigned teacher is not present | x | | |
| Organising and managing the physical teaching space and selecting and preparing teaching resources | x | | |
| Producing lesson plans, worksheet plans, etc. Producing lesson plans, worksheet plans, etc. | x | | |
| Administering, assessing and marking tests | x | | |
| Invigilating internal and external examinations, under supervision | | X | |

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| Using ICT to support learning activities | | X | |
| Experience of following safeguarding policy within an education setting | | X | |
| Equal opportunities | Essential | Desirable | How identified |
| Demonstrate an acceptance of, and a commitment to, the principles of the Trust's Equality, Diversity & Inclusion policies and practices as they relate to employment issues and to the delivery of services to the community | X | | Application Interview Task |
| Committed to equal opportunities policies relating to gender, race and disability in an educational context | X | | |
| Safeguarding | Essential | Desirable | How identified |
| Committed to the protection and safeguarding of children and young people | X | | Application Interview Task |
| Demonstrates up-to-date knowledge of relevant legislation and guidance in relation to working with young people | X | | |