



Person Specification

Higher Level Teaching Assistant

	Qualities	Essential	Desirable
Qualifications and experience			
1.	GCSEs at grades 9 to 4 (A* to C) including English and Math	✓	
2.	Level 3 Diploma in Childcare and Education, or other relevant qualification in nursery work or childcare	✓	
3.	Level 4 Certificate for Higher Level Teaching Assistants		✓
4.	A minimum of three years working within a Primary setting as a Teaching Assistant	✓	
5.	Experience of planning and leading teaching and learning activities (under supervision)		✓
Skills and Knowledge			
6.	Excellent literacy and numeracy skills	✓	
7.	Good organisational skills	✓	
8.	Ability to build effective working relationships with pupils and adults	✓	
9.	Skills and expertise in understanding the needs of all pupils	✓	
10.	Knowledge of how to help adapt and deliver support to meet individual needs	✓	
11.	Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils	✓	
12.	Excellent verbal communication skills and active listening skills	✓	
13.	The ability to remain calm in stressful situations	✓	
14.	Knowledge of guidance and requirements around safeguarding children	✓	
15.	Good ICT skills, particularly in the use of ICT to support learning	✓	
16.	Understanding of roles and responsibilities within the classroom and whole school context	✓	
17.	Understanding of effective teaching methods	✓	
18.	Knowledge of how to successfully lead learning activities for a group or class of children	✓	
19.	Knowledge of how statutory and non-statutory frameworks for the school curriculum relate to the age and ability ranges of the learners they support	✓	

20.	Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice	✓	
21.	Knowledge and understanding of pupils with social, emotional and behaviour needs and how to support them.	✓	
Personal Qualities			
22.	Demonstrates resilient, positive and enthusiastic attitude to making a difference to our pupils.	✓	
23.	Sensitivity and understanding, to help build good relationships with pupils.	✓	
24.	A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school	✓	
25.	Commitment to maintaining confidentiality and impartiality at all times.	✓	
26.	Commitment and understanding of safeguarding responsibilities and the need to work within the school's Child Protection Policy.	✓	
27.	Willingness to participate in, and show commitment to, own continuing professional development.	✓	
28.	Commitment to equal opportunities.	✓	

Candidates will be shortlisted against the above essential criteria. Issues relating to safeguarding and promoting the welfare of children will be explored during the interview process.