

# Person Specification

## Higher Level Teaching Assistant

Cidari Multi Academy Trust  
St Matthew's Church of England Primary Academy  
Salary: NJC Pay Scale Grade 7 SCP 19-25  
Reporting to: Class Teacher  
Deployed by: Headteacher

Prepared by:	Louise Gregson	Approved by:	Matt McIver
Prepared on:	8th April 2025	Approved on:	25th April 2025
Reviewed by HR:	Laura Wright-Dixon	Permitted use:	All Cidari Academies
Reviewed on:	24th April 2025	Applicable Terms	The Green Book

Selection decisions will be based on the criteria outlined in this person specification. At each stage of the recruitment process, the appointment panel will assess the extent to which candidates meet the criteria and demonstrate their ability to carry out the duties set out in the job description.

Candidates who do not meet all of the essential criteria will not be considered for appointment.

A range of assessment methods will be used to determine each candidate's suitability for the role. These may include (but are not limited to) the application form, supporting statement, interview tasks, formal interview, and references.

The successful applicant will be required to safeguard and promote the welfare of children and young people, and must demonstrate this commitment throughout the recruitment process and in their day-to-day work.

### [A] Qualifications

	Qualification requirements	Essential/ Desirable
A1	Has achieved, or is working towards, formal HLTA status through the approved 50-day training course, assessment route, or holds an equivalent recognised teaching qualification (overseas qualifications) will be assessed on a case-by-case basis	E
A2	Willingness to undertake HLTA training within a defined period, where not already qualified	E
A3	Minimum of GCSE Grade C or equivalent qualification in English and Maths	E
A4	Evidence of regular and recent professional development through CPD/INSET	E

### [B] Experience

		Essential/ Desirable
B1	Personal experience of working with children in a school setting	E
B2	Whole class teaching experience	E
B3	A minimum 5 years demonstrable and relevant experience within a school based setting	D





		Essential/ Desirable
B4	Experience of working with parents in a professional manner	D
B5	Experience of managing people and resources	D
B6	Proven excellent interpersonal skills	D

## [C] Knowledge, Skills & Abilities

		Essential/ Desirable
C1	Good understanding of child development and learning processes	E
C2	Demonstrates knowledge of the key factors that can affect the way pupils learn	E
C3	Good understanding of the primary curriculum and the age-related expectations of pupils	E
C4	Good understanding of how to develop effective teaching sequences including using a range of teaching methods	E
C5	Good monitoring and assessment skills	E
C6	Good knowledge of how to use ICT to advance pupils learning and for own benefit in a professional capacity	E
C7	Good literacy and mathematics skills	E
C8	Good understanding of the SEND Code of Practice	E
C9	Knowledge of a range of strategies to establish a purposeful learning environment	E
C10	How to manage reward systems and adapt as necessary	E
C11	Use of positive behaviour strategies	E
C12	Willingness to try different approaches	E
C13	Knowledge of Academy policies and practises regarding confidentiality, child protection and safeguarding	E
C14	Ability to communicate observations to class teacher or other adults	E
C15	Ability to defuse difficult situations and remain calm	E
C16	Ability to foster new relationships and nurture self-esteem	E
C17	Able to plan and prepare lessons	E
C18	Able to mark work in accordance with Academy policy and assess effectively in the areas for which you are responsible	E
C19	Ability to assist in the preparation and management of resources	E
C20	Able to attend staff meetings	E



## [D] Other / Personal Qualities

		Essential/ Desirable
D1	Be able to fully support the distinctive ethos of the Academy	E
D2	Have a commitment to the development and maintenance of positive partnerships between the Academy, parents, the community and wider Cidari family	E
D3	Commitment to undertake in-service development and other CPD	E
D4	Willingness to participate in and lead additional activities e.g. curricular activities and events	E
D5	Have a commitment to a high level of pastoral care	E
D6	Good sense of humour	E

## [E] Safeguarding

		Essential/ Desirable
E1	Commitment to safeguarding and protecting the welfare of children and young people	E
E2	The ability to form and maintain appropriate relationships and personal boundaries with young people	E
E3	Has up to date knowledge and understanding of relevant legislation and guidance in relation to working with and protection of children and young people	E
E4	Will co-operate and work with relevant agencies to protect young people	E

## [F] Confidential References

F1	Positive reference from current employer or training provider confirming suitability to work with children	E
F2	Positive recommendation from referees	E

## [G] Application Form and Supporting Statement

Applications will only be accepted when using a Cidari online application form through the designated recruitment platform. The supporting letter/ statement must be submitted as a PDF with a font size no smaller than 11pts and limited to 3 pages. It should be clear, concise and related to the job description and person specification. It should have particular reference to your own experience explaining how as an associate member of staff you will motivate and work with others to create and sustain a school vision and positive ethos that will also add value to the development of wider Trust.