



Robin Hood

Primary and Nursery School

Higher Level Teaching Assistant (HLTA) – Person Specification

Essential Criteria

Qualifications & Training

- HLTA status or willingness to work towards HLTA accreditation
- GCSE Grade C/4 or above (or equivalent) in English and Mathematics
- Relevant safeguarding and child protection training
- First Aid qualification or willingness to undertake training

Experience

- Significant experience supporting teaching and learning within a school setting
- Experience working with children across a range of abilities and needs, including SEND pupils
- Experience planning, delivering, and evaluating learning activities
- Experience leading groups or whole-class learning in the absence of the teacher
- Experience supporting positive behaviour management strategies

Knowledge & Understanding

- Good understanding of the National Curriculum and classroom practice
- Knowledge of effective strategies to support literacy and numeracy development
- Understanding of safeguarding, child protection, and inclusion principles
- Awareness of SEND needs and appropriate support strategies
- Understanding of assessment for learning and pupil progress monitoring

Skills & Abilities

- Excellent communication and interpersonal skills
- Ability to build positive relationships with pupils, staff, and parents/carers
- Strong organisational and time management skills
- Ability to work independently and use initiative
- Ability to adapt learning activities to meet individual pupil needs



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- Competent IT skills, including use of school systems and Microsoft Office/Google Workspace
- Ability to maintain confidentiality and professionalism at all times

Personal Qualities

- Calm, patient, and approachable manner
 - Enthusiastic and committed to supporting children's learning and wellbeing
 - Flexible and adaptable in a busy school environment
 - Reliable, professional, and resilient
 - Commitment to equality, diversity, and inclusion
 - Commitment to safeguarding and promoting the welfare of children and young people
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Desirable Criteria

Qualifications & Training

- Degree-level qualification or relevant specialist qualification
- Additional training in SEND, speech and language, behaviour, or intervention programmes

Experience

- Experience leading interventions or mentoring support staff
- Experience in a specific key stage or subject area
- Experience supporting pupils with EHCPs

Knowledge & Skills

- Knowledge of trauma-informed practice
- Ability to analyse pupil data to support progress
- Experience using behaviour tracking or assessment systems