



Kempston Rural Primary School

Higher Level Teaching Assistant – Person Specification

Criteria	Essential	Desirable
Qualifications	NVQ Level 3 (or equivalent)	HLTA status or equivalent qualification First aid qualification; additional SEN or intervention training
Experience	Experience working with children in a primary school setting in all Key Stages, including EYFS; delivering learning to individuals, groups, and whole classes	Experience regularly covering classes independently; experience supporting pupils with SEND
Knowledge & Understanding	Understanding of safeguarding, inclusion, and adaptive teaching strategies; familiarity with the primary curriculum	Knowledge of IEPs, Personal and Pastoral Support Plans, and assessment strategies
Skills	<p>Ability to maintain confidentiality</p> <p>Deliver effective lessons for pupils in the absence of the Teacher</p> <p>Develop their knowledge through the evaluation of their own learning needs</p> <p>Work well both independently and part of a team</p> <p>Able to adapt to change quickly</p> <p>Good standard of written English and numeracy.</p> <p>Proficient in I.T. skills</p> <p>Excellent relationship with children</p> <p>Effective behaviour management strategies</p> <p>Ability to be organised, well prepared and to work to a timetable.</p> <p>Strong communication and interpersonal skills</p> <p>Able to regularly deliver planned lessons to whole classes and adapt when needed</p>	<p>Ability to lead enrichment activities and contribute to curriculum development</p>
Personal Qualities	<p>Enthusiastic and proactive</p> <p>Flexible and reliable</p> <p>Committed to teamwork and continuous improvement</p> <p>High expectations of self and pupils</p>	<p>Sense of humour and resilience in a busy school environment</p>



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	Upholds school values and be a role model to children	
Professional Commitment	Willingness to engage in CPD, staff meetings and whole-school initiatives	Experience mentoring or supporting other staff members
Safeguarding	Commitment to safeguarding and promoting the welfare of children	Understanding of safer recruitment and child protection procedures