

**Higher Level Teaching Assistant
PERSON SPECIFICATION
May 2026
Grade C**

Assessment focus: - blue shading

- 1 Written application 2 Documentary evidence 3 Interview process 4 References

EDUCATION AND PROFESSIONAL QUALIFICATIONS	Essential/Desirable	Assessment focus			
		1	2	3	4
NVQ level 3 or equivalent plus appropriate experience	Essential				
Requires the possession of Literacy and Numeracy at Level 2 or higher	Essential				

EXPERIENCE AND KNOWLEDGE					
Minimum of 2 years' experience as a teaching assistant, within the last 5 years	Essential				
Understanding of strategies for teaching and learning	Essential				
Understanding of the national curriculum	Essential				
Knowledge of how ICT is used to support pupils' learning and ability to use ICT effectively in a classroom setting	Essential				

SKILLS					
Ability to undertake a range of teaching activities with confidence, working effectively with individual pupils, groups of pupils and whole classes	Essential				
Ability to contribute to planning and preparation of lessons and teaching materials	Essential				
Ability to contribute to assessment and monitoring of pupil progress	Essential				
Good communication and interpersonal skills	Essential				
Good organisational and time management skills	Essential				
Ability to work collaboratively with teachers and others	Essential				
Ability to supervise others effectively, as required	Essential				
Ability to take responsibility and work with autonomy within set boundaries	Essential				

PROFESSIONAL AND PERSONAL ATTRIBUTES					
Willingness to undertake further professional training as appropriate	Essential				
Commitment to excellence in all aspects of work	Essential				
Self-aware, reflective, adaptable and emotionally intelligent	Essential				
Commitment to best practice in safeguarding and health and safety	Essential				
Commitment to equalities and inclusion in policy and practice	Essential				
High quality communication skills – clearly and effectively to a range of audiences. Able to negotiate and consult	Essential				
Experience of working with external agencies	Essential				
Ability to build and maintain good relationships	Essential				
Committed to ensuring all children under Create Partnership Trust are safeguarded	Essential				