



OAK TREE SCHOOL

PERSON SPECIFICATION

Higher Level Teaching Assistant

Qualifications, training and education

- Higher Level Teaching Assistant standards or equivalent qualification or experience
- Level 2 qualification or equivalent in English and mathematics.
- Training in relevant learning strategies, for example literacy strategy approaches.
- Specialist skills or training in a curriculum or learning area, for example sign language, ICT or EAL.

Skills and abilities

Teaching and learning

- Knowledge and understanding of the National Curriculum.
- Understanding of the standards of work expected from students and the ability to contribute to assessment of their work.
- Ability to plan, organise and lead learning activities for individuals and small groups, particularly students with learning needs, under the direction of a named teacher, to support access to learning and progress to support learning impact.
- Understanding of child development and learning processes.
- Ability to use questioning and observation to support student learning and progress.
- Understanding of the expected outcomes of individual activities and the time allocated to complete tasks.

Technical skills

- Ability to use ICT effectively to support learning activities and student engagement.

Behaviour management

- Ability to foster a calm and purposeful learning environment and manage behaviour positively.



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PERSON SPECIFICATION

Communication

- Communication and interpersonal skills sufficient to work constructively with students, colleagues and professionals.
- Ability to work effectively both collaboratively with colleagues and independently where required.
- Ability to work constructively with a range of professionals.

Personal qualities

- Ability to maintain confidentiality in relation to students and staff at all times.
- Commitment to improving professional practice and developing knowledge through reflection and learning from others.
- Flexible approach to working and commitment to ongoing professional and personal development.
- Ability to remain calm under pressure and adapt to changing situations.
- Caring and positive approach when working with children and young people.
- Ability to listen effectively and demonstrate sensitivity to students' needs.
- Strong sense of responsibility.
- Positive outlook.
- Ability to use initiative and exercise sound judgement within the scope of the role.

Requirements specific to the role

- All staff and volunteers are expected to be committed to safeguarding, equality and promoting the welfare of children and young people.
- To ensure awareness of local safeguarding policies and procedures and to report any concerns or information received as required.
- Suitability to work with children.
- Enhanced Disclosure and Barring Service clearance is required.