

**PERSON SPECIFICATION  
HIGHER LEVEL TEACHING ASSISTANT**

Attributes	Essential	Desirable
Relevant Experience	<ul style="list-style-type: none"> <li>• Experience of working with children with life skills difficulties.</li> <li>• Previous experience working in a special school setting.</li> <li>• Experience delivering relevant small group &amp; 1:1 interventions, or a desire to upskill.</li> <li>• Experience of working with children with complex social communication difficulties and ASC.</li> </ul>	<ul style="list-style-type: none"> <li>• Up to date training in principles of supporting autistic pupils.</li> </ul>
Education and Training	<ul style="list-style-type: none"> <li>• GCSE or equivalent qualification in English and Maths.</li> <li>• Full clean driving licence.</li> </ul>	<ul style="list-style-type: none"> <li>• CPD courses relating to SEN.</li> <li>• Evidence of further qualifications; a degree or a completed qualification relevant to the role e.g., HLTA qualification.</li> <li>• Minibus driver.</li> <li>• First Aid trained.</li> </ul>
Qualities	<ul style="list-style-type: none"> <li>• Be committed.</li> <li>• Be consistent.</li> <li>• Be able to cover lessons when required.</li> <li>• High level organisational skills.</li> <li>• An ability to work under pressure.</li> <li>• Passionate about SEND.</li> <li>• The ability to 'think outside of the box'.</li> <li>• A good communicator.</li> <li>• A strong team player.</li> <li>• Have a flexible and adaptable approach to work, be willing to go the extra mile to get the job done for the benefit of our pupils, our colleagues and for yourself.</li> <li>• Be positive and respond to situations in a calm, professional manner at all times.</li> <li>• Be collaborative, working in partnership with colleagues (both internally and externally) as part of an inclusive team.</li> <li>• Be emotionally resilient.</li> <li>• To have a strong awareness of professionalism and respect for confidentiality.</li> <li>• At all times model good relationships, attitudes, behaviour.</li> <li>• To be able to self-evaluate your own performance, keep own knowledge and skills up to date, and participate in relevant training and CPD opportunities as required.</li> <li>• Smart, professional appearance.</li> <li>• A high level of commitment to safeguarding, inclusion and equality.</li> <li>• Support the Headteacher and SLT in their duty to ensure that the school meets its educational aims to deliver the best possible educational outcomes for pupils.</li> <li>• Humour and enthusiasm.</li> <li>• The ability to see each day as a fresh start.</li> </ul>	

Specialist Skills and Knowledge	<p>Knowledge of:</p> <p>a) Social, Emotional and Mental Health.</p> <p>b) Adaptations needed for children in a specialised educational setting</p> <ul style="list-style-type: none"> <li>• Clear written and spoken English.</li> <li>• Good numeracy and literacy skills.</li> <li>• Competent ICT skills.</li> <li>• Behaviour management skills.</li> <li>• Diplomacy and flexibility.</li> <li>• Ability to carry out formal and informal assessments of academic learning skills and social skills.</li> <li>• Initiative &amp; ability to think on feet.</li> <li>• Willingness to become involved in all aspects of school life, e.g., break times, school fairs, parent's evenings.</li> <li>• Be committed to equal opportunities.</li> <li>• A basic understanding of Safeguarding and child protection in schools.</li> <li>• An understanding of supporting diversity and equal opportunities.</li> <li>• An awareness of the workings of a multidisciplinary team.</li> <li>• An understanding of health, safety, and confidentiality.</li> </ul>	<ul style="list-style-type: none"> <li>• Detailed knowledge of the SEN Code of Practice.</li> <li>• Training and experience delivering therapeutic interventions for children with language and social communication difficulties, working with both individuals and groups.</li> <li>• Relevant experience working with children on developing speech and language skills and/or social and emotional skills.</li> </ul>
Additional factors	<ul style="list-style-type: none"> <li>• Be committed to equal opportunities.</li> <li>• Have the potential for professional development and future promotion.</li> <li>• Suitability to work with children.</li> <li>• A strong belief in continued professional development.</li> </ul>	

This job description sets out the major duties and other tasks associated with the stated purpose of the post. The duties of the post could vary from time to time resulting from new legislation, changes in technology or policy changes and in this case appropriate training may be given to enable the post-holder to undertake this new/varied work.

This job description may be amended at any time following discussion between the Headteacher or other senior staff and the member of staff and will be reviewed annually.