



Thomas Harding Junior School

Higher Level Teaching Assistant- Person Specification

Qualifications and Training

Essential

The successful candidate will:

- Hold HLTA Status or demonstrate a willingness to achieve HLTA Status.
- Hold GCSE Grade C/4 or above (or equivalent) in English and Mathematics.
- Provide evidence of relevant professional development and a commitment to ongoing learning.

Desirable

The successful candidate may also have:

- A Level 4 qualification in education, teaching and learning, child development or a related field.
- Additional qualifications relating to SEND, behaviour, safeguarding, ELSA or intervention programmes.
- A current First Aid qualification.

Experience

Essential

The successful candidate will have:

- Experience of working with primary-aged children across a range of ages and abilities.
- Experience of leading learning for individuals and small groups.
- Experience of supporting pupils with SEND and adapting provision to meet individual needs.
- Experience of working collaboratively with teachers and other professionals.

Desirable

The successful candidate may also have:

- Experience of supporting learning across both Key Stage 1 and Key Stage 2.
- Experience of leading whole-class learning and providing class cover.
- Experience of supporting pupils with a range of complex needs.
- Experience of directing or supporting the work of other adults within the classroom.

Professional Attributes

Essential

The successful candidate will:

- Demonstrate high expectations of all pupils and a commitment to helping them achieve their full potential.
- Build positive, respectful and professional relationships with pupils, staff, parents and carers.
- Demonstrate integrity, professionalism and confidentiality at all times.
- Model positive behaviour and attitudes consistent with the school's values.
- Demonstrate resilience, flexibility and a positive approach to change.
- Be committed to ongoing professional development and reflective practice.

Desirable

The successful candidate may:

- Have experience of contributing to whole-school initiatives and school improvement activities.

Professional Knowledge and Understanding

Essential

The successful candidate will demonstrate:

- A secure understanding of child development and how children learn.
- A good understanding of the National Curriculum and age-related expectations within a primary setting.
- Knowledge and understanding of the SEND Code of Practice and inclusive teaching approaches.
- Knowledge of safeguarding requirements and child protection procedures.
- An understanding of the factors that affect children's learning, progress and wellbeing.
- An understanding of Equality Act responsibilities and inclusive practice.
- The ability to use ICT effectively to support teaching, learning and administration.

Desirable

The successful candidate may have:

- Specialist curriculum knowledge within a particular subject area.
- Experience of using assessment and progress-tracking systems.

Teaching and Learning Skills

Essential

The successful candidate will be able to:

- Plan and deliver engaging learning activities that support pupil progress.
- Lead learning for individuals, groups and whole classes under the direction of a teacher.
- Motivate, inspire and engage pupils in their learning.
- Adapt learning activities to meet a range of learning needs.
- Promote independence, resilience and positive attitudes towards learning.
- Organise learning environments and resources effectively.

Desirable

The successful candidate may have:

- Experience of planning and delivering interventions independently.

Assessment and Monitoring

Essential

The successful candidate will be able to:

- Assess learning and provide constructive feedback to pupils.
- Monitor, record and report pupil progress accurately.
- Use assessment information to adapt support and learning activities effectively.

Desirable

The successful candidate may have:

- Experience of analysing pupil progress data to inform provision and intervention.

Behaviour and Inclusion

Essential

The successful candidate will:

- Establish and maintain high expectations of behaviour.
- Use effective behaviour management strategies.
- Demonstrate a commitment to inclusion and equality of opportunity for all pupils.

Desirable

The successful candidate may have:

- Training or additional experience in behaviour support approaches.

Communication and Teamwork

Essential

The successful candidate will demonstrate:

- Excellent verbal and written communication skills.
- The ability to communicate effectively with pupils, colleagues, parents, carers and external professionals.
- The ability to work collaboratively as part of a team.

- The ability to support and direct the work of other adults when required.

Desirable

The successful candidate may have:

- Experience of contributing to professional meetings, reviews and multi-agency discussions.

Safeguarding and Welfare

Essential

The successful candidate will:

- Demonstrate a strong commitment to safeguarding and promoting the welfare of children.
- Understand professional boundaries and the need for confidentiality.
- Promote pupils' wellbeing, attendance and positive engagement with school.

Desirable

The successful candidate may have:

- Safeguarding training beyond statutory requirements.

Personal Qualities

The successful candidate will demonstrate:

- A genuine commitment to improving outcomes for children.
- High levels of professionalism and discretion.
- Enthusiasm, positivity and initiative.
- Strong organisational and time-management skills.
- Adaptability and a willingness to undertake a variety of responsibilities.
- A commitment to inclusion, equality and diversity.
- The ability to remain calm under pressure.
- A collaborative approach to working with colleagues, pupils and families.
- A commitment to the school's values of **Aspiration, Success, Pride, Integrity, Resilience and Equality**.

Recruitment and Selection

The criteria within this person specification will be assessed through a combination of:

- Application form and supporting statement.
- Verification of qualifications and certificates.
- Interview activities and questions.
- Lesson observation, classroom task or practical activity.
- References.
- Enhanced DBS checks and other statutory safeguarding checks.

This person specification should be read alongside the HLTA Job Description and will be used throughout the recruitment, selection, induction and appraisal process.