

## Person Specification

### Higher Level Teaching Assistant

|                            |                        |
|----------------------------|------------------------|
| <b>Location:</b>           | Welcombe Hills School  |
| <b>Salary Grade/Scale:</b> | NJC Grade I, SCP 17-20 |
| <b>Special Conditions:</b> | None                   |
| <b>Line Manager:</b>       | Head Teacher           |
| <b>Revised Date:</b>       | September 2025         |

| <b>Qualifications and training</b>                                                          | <b>Essential</b> | <b>Desirable</b> |
|---------------------------------------------------------------------------------------------|------------------|------------------|
| GCSE (Grade 4/C) or equivalent level, including English & Maths                             | ✓                |                  |
| Holds NVQ Level 3 qualification or equivalent or have relevant experience and skills        | ✓                |                  |
| Holds NVQ Level 4 qualification or equivalent, or has embarked upon a Level 4 accreditation | ✓                |                  |
| First Aid training                                                                          |                  | ✓                |

| <b>Knowledge, Skills &amp; Experience</b>                                                                                       | <b>Essential</b> | <b>Desirable</b> |
|---------------------------------------------------------------------------------------------------------------------------------|------------------|------------------|
| Experience of working in a school or other educational setting                                                                  | ✓                |                  |
| Experience of working in a range of settings (SEN & mainstream)                                                                 |                  | ✓                |
| Understanding of the Teaching Assistant role                                                                                    | ✓                |                  |
| Good literacy and numeracy skills                                                                                               | ✓                |                  |
| Good IT skills with experience of using ICT as a learning tool                                                                  | ✓                |                  |
| Ability to demonstrate active listening skills                                                                                  | ✓                |                  |
| Have a knowledge of Special Educational Needs as defined in the SEN Code of Practice                                            | ✓                |                  |
| Ability to communicate clearly and effectively so that pupils understand and can relate to                                      | ✓                |                  |
| Ability to build effective working relationships with children and adults.                                                      | ✓                |                  |
| Be able to supervise others                                                                                                     | ✓                |                  |
| Ability to take responsibility for an area of learning/development                                                              | ✓                |                  |
| Be able to take responsibility for planning own work and work of other Teaching Assistant staff.                                | ✓                |                  |
| Effective team work                                                                                                             | ✓                |                  |
| Transfer theory/training into practise and demonstrate problem solving skills                                                   | ✓                |                  |
| Ability to adapt teaching styles to suit the needs of groups or individual pupils                                               | ✓                |                  |
| Have a good level of knowledge and understanding of more than one area of learning                                              | ✓                |                  |
| To deliver learning activities to groups of pupils and be able to adapt teaching styles to suit the needs of a group of pupils. | ✓                |                  |
| Ability to understand and work within all school/Trust policies                                                                 | ✓                |                  |

| <b>Personal / Other qualities</b>                                             | <b>Essential</b> | <b>Desirable</b> |
|-------------------------------------------------------------------------------|------------------|------------------|
| Ability to communicate effectively with staff, students, parents and agencies | ✓                |                  |
| Be sensitive to the needs of children and young people                        | ✓                |                  |
| Show resilience, patience and be open-minded                                  | ✓                |                  |

|                                                                                       |   |  |
|---------------------------------------------------------------------------------------|---|--|
| Be flexible and show initiative                                                       | ✓ |  |
| Be committed to your own professional development and undertake appropriate training. | ✓ |  |
| Ability to maintain confidentiality and be trustworthy                                | ✓ |  |
| Commitment to promoting and safeguarding the welfare of children and young people     | ✓ |  |
| Capacity to inspire, challenge and motivate pupils                                    | ✓ |  |
| Show initiative and be pro-active in offering ideas                                   | ✓ |  |