

Person Specification

Higher Level Teaching Assistant

Location:	Woodlands School
Salary Grade/Scale:	NJC Grade I, SCP 17-20
Special Conditions:	None
Line Manager:	Head Teacher
Revised Date:	September 2025

Qualifications and training	Essential	Desirable
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		✓

Knowledge, Skills & Experience	Essential	Desirable
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	✓	

Personal / Other qualities	Essential	Desirable
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	✓	