

# Higher Level Teaching Assistant

## Person Specification

### Education and Experience:

- HLTA qualification, or equivalent qualification, or experience.
- Demonstrable levels of numeracy and literacy equivalent to GCSE (A-C) or NVQ Level 2 (or by the test)
- Appropriate training relevant to the post, for example, behaviour management and Child Protection training.
- A minimum of two years' experience of working with children including some whole-class teaching experience.

### Knowledge and Understanding:

- Knowledge and understanding of the National Curriculum.
- Understanding of effective behaviour management strategies.

### Skills:

- Effective oral and written communication skills.
- Excellent interpersonal skills both in working relationships with children and in forming effective professional relationships with a wide range of contacts.
- Good organisational and time management skills.
- Sound IT skills to support learning and maintain electronic information system.

### Abilities:

- Able to form and maintain appropriate professional relationships and boundaries with children.
- Ability and willingness to work constructively as part of a team.
- Ability to plan, prepare, deliver, assess and evaluate lessons using the schools agreed format.
- Ability to supervise learners both in and out of school in line with the schools' Behaviour for Learning Policy.
- Ability to deal with sensitive information in a confidential manner.
- Ability to be an excellent role model to learners.
- Ability to work in partnership with parents, carers and teachers.
- Ability to use own initiative and work flexibly.
- Ability to stay positive and demonstrate emotional resilience.

### Other:

- Show compassion with children facing barriers to their learning.
- An understanding of, and a genuine commitment to Equal Opportunities.