



## Person Specification – Higher Level Teaching Assistant

	Essential	Desirable
<b>Qualifications</b>	<b>The Higher Level Teaching Assistant should:</b> <ul style="list-style-type: none"> <li>Have HLTA status [or qualified teacher experience]</li> <li>Be able to demonstrate levels of English and Maths to GSCE [A-C]</li> </ul>	<b>In addition, the Higher Level Teaching Assistant might have:</b> <ul style="list-style-type: none"> <li>Other relevant qualifications (e.g. Foundation Degree in Education)</li> <li>National Vocational Qualifications in Supporting Teaching and Learning</li> </ul>
<b>Experience</b>	<b>The Higher Level Teaching Assistant should have experience of:</b> <ul style="list-style-type: none"> <li>Working with pupils across the age ranges in school for a minimum of 3 years</li> <li>Working with children who have special educational needs/EAL</li> <li>Teaching individuals, groups and whole classes</li> <li>Planning for small groups and whole classes, including making assessments alongside the classteacher</li> </ul>	<b>In addition, the Higher Level Teaching Assistant might have experience of:</b> <ul style="list-style-type: none"> <li>Leading and managing other support staff</li> <li>Training or expertise in a relevant curriculum or other learning area (e.g. ICT, maths or English)</li> </ul>
<b>Knowledge and Understanding</b>	<b>The Higher Level Teaching Assistant should have knowledge and understanding of:</b> <ul style="list-style-type: none"> <li>HLTA Standards 8 to 16</li> <li>Relevant policies, codes of practice and legislation including safeguarding</li> <li>National Curriculum, particularly English and Maths</li> <li>EYFS Framework</li> </ul>	<b>In addition, the Higher Level Teaching Assistant might have experience of:</b> <ul style="list-style-type: none"> <li>Multi agency working</li> <li>First Aid</li> </ul>
<b>Skills</b>	<b>The Higher Level Teaching Assistant will:</b> <ul style="list-style-type: none"> <li>Have effective oral and written communication skills</li> <li>Form effective professional relationships, including team working</li> <li>Have good organisational and time management skills</li> <li>Have sound ICT skills</li> <li>Be able to demonstrate the HLTA standards 17 to 33</li> <li>Be able to plan effective activities for pupils at risk of underachieving</li> <li>Develop their knowledge through the evaluation of their own learning needs</li> <li>Be able to work independently</li> </ul>	<b>The Higher Level Teaching Assistant might also be able to:</b> <ul style="list-style-type: none"> <li>Use coaching and mentoring skills with adults and pupils</li> <li>Demonstrate leadership and line management skills</li> </ul>

	<ul style="list-style-type: none"> <li>• Remain calm under pressure and be able to adapt to change quickly</li> </ul>	
<b>Other</b>	<p><b>The Higher Level Teaching Assistant will be able to:</b></p> <ul style="list-style-type: none"> <li>• Attend school training sessions</li> <li>• Have empathy with those facing barriers to their learning</li> <li>• An understanding of and a genuine commitment to Inclusion</li> </ul>	

*'The roots to grow, the path to follow and the wings to fly'*



The Church of England  
Diocese of Ely