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|  | **Higher Level Teaching Assistant**  **Person Specification** | | | |
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|  | **JOB REQUIREMENTS** | **Essential** | **Preferred** | **\* How assessed** |
| **Qualifications and experience** | HLTA standard or equivalent experience | **✓** |  | A & C |
| First aid qualification and paediatric first aid qualification |  | **✓** | A & C |
| Maths and English GCSE or equivalent at grade C or above | **✓** |  | A & C |
| Knowledge of the Primary phase national curriculum | **✓** |  | A & I |
| Relevant experience of working with children in an educational setting including:   * Supporting the social, emotional and physical needs of children * Supporting, encouraging and enabling pupils to engage in learning activities | **✓** |  | A, I & C |
| Good level of ICT skills | **✓** |  | A, I & T |
| **Personal and Interpersonal** | **Working with people**  Demonstrates an interest in and understanding of others; adapts to the team and builds team spirit; recognises and rewards the contribution of others; listens, consults and communicates proactively; supports and cares for others; develops and openly communicates self-insight. | **✓** |  | I & T |
| **Persuading and influencing**  Makes a strong personal impression on others; gains clear agreement and commitment from others by persuading, convincing and negotiating; promotes ideas on behalf of self and others; manages and defuses/de-escalates conflict; encourages engagement and commitment from others. | **✓** |  | I & T |
| **Presenting and communicating**  Speaks clearly and fluently; shares information and key points clearly, adapting to the audience and checking for understanding. Presents to groups with skill and confidence; responds quickly to the needs of the audience and to their reactions and feedback. Projects credibility. | **✓** |  | I & T |
| **Following Instructions and Procedures**  Appropriately follows instructions and without unnecessary challenge; follows policies, procedures, protocols and guidance; keeps to schedules and plans; arrives punctually; demonstrates commitment to the organisation; complies with the legal and statutory requirements of the role. | **✓** |  | I |
| **Coping with Pressures and Setbacks**  Works productively in a busy environment; keeps emotions under control, particularly during difficult situations; balances the demands of work life and personal life; maintains a positive outlook at work; seeks and responds well to feedback, reflecting, learning and developing. | **✓** |  | I |
| **Child Protection** | A commitment to the responsibility of safeguarding and promoting the welfare of young people | **✓** |  | I |
| Enhanced DBS disclosure and disqualification questionnaire | **✓** |  |  |
| Willingness to undertake Child Protection training when required | **✓** |  | I |

\* A = by application, C = Clearances , I = assessed by Interview, T = Teaching/classroom task