

JOB REQUIREMENT		Evidence	Scoring Method
Qualifications and Experience	HLTA standard or equivalent experience	A, I	Pass/Fail
	Good standard of Education including literacy and numeracy at Level 2 (or equivalent)	A	Pass/Fail
	Paediatric First Aid Qualification	A	Numerical Scale
	Knowledge of the Primary phase national curriculum	A, I	Numerical Scale
	Demonstrable Experience as a Higher Level Teaching Assistant including: <ul style="list-style-type: none"> Working with individuals or groups of children to deliver pre-planned learning interventions e.g. Phonics Supporting the social, emotional, communication and physical needs of children 	A, I	Numerical Scale
Knowledge and Skills	Good level of ICT skills including a good working knowledge of Microsoft 365 Applications i.e. Word, Excell, Outlook, Teams etc	A, I	Numerical Scale
	Good working knowledge of the Primary phase KS2 national curriculum	A, I	Numerical Scale
	Working knowledge of special educational needs i.e. ADHD, Autism, Dyslexia etc	A/I	Numerical scale
Values and Behaviours	<i>Supporting and Co-operating - Working with People - Kindness</i> 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 others and communicates proactively; supports and cares for others; develops and openly communicates self-insight.	I	Numerical Scale
	<i>Supporting and Co-operating - Adhering to Principles and Values - Justice</i> Upholds ethics and values; Demonstrates integrity; Promotes and defends equal opportunities, builds diverse teams; Encourages organisational and individual responsibility towards the community and the environment	I	Numerical scale
	<i>Interacting and Presenting – Relating and Networking – Kindness/Trust</i> Establishes good relationships with customers and staff; Builds wide and effective networks of contacts inside and outside the organisation; Relates well to people at all levels; Manages conflict; Uses humour appropriately to enhance relationships with others	I	Numerical scale
	<i>Interacting and Presenting - Presenting and Communicating Information – Service</i> Speaks clearly and fluently; expresses opinions, information and key points of a debate clearly; makes presentations and undertakes public speaking with skill and confidence; responds quickly to the needs of an audience and to their reactions and feedback; projects credibility.	I	Numerical scale
	<i>Organising and Executing - Following Instructions and Procedures – Trust/Service</i> Appropriately follows instructions from others without unnecessarily challenging authority; Follows procedures and policies; Keeps to schedules; Arrives punctually for work and meetings; Demonstrates commitment to the organisation; Complies with legal obligations and safety requirements of the role	I	Numerical scale
	<i>Adapting and Coping - Adapting and Responding to Change - Vision</i> Adapts to changing circumstances; Accepts new ideas and change initiatives; Adapts interpersonal style to suit different people or situations; Shows respect and sensitivity towards cultural and religious differences; Deals with ambiguity, making positive use of the opportunities it presents	I	Numerical scale

* A = application, I = interview (including tasks), V = pre-employment vetting checks

TEAL is committed to safeguarding and promoting the safety and welfare of children and young people and expects all staff to share the commitment. All appointments will, therefore, be subject to a satisfactory Enhanced Level Disclosure and Barring Service Clearance as well as all other relevant pre-employment vetting checks.