**Person Specification**

**Higher level Teaching Assistant (HLTA)**

|  |
| --- |
| **Education and Experience** |
| Meet Higher Level Teaching Assistant standards – see DfE/TTA document “Professional Standards for higher level teaching assistants” for further information. |
| English and Mathematics skills (equivalent to GCSE level, minimum C). |
| Experience of general clerical/administrative work. |
| Successful relevant experience of working with primary aged children within a learning environment - |
| Good ICT knowledge (able to use Microsoft Office confidently). |
| Knowledge of policies and procedures relating to child protection, health, safety, equal opportunities and confidentiality. |
| Ability to communicate in English with pupils and adults at an appropriate level verbally and in written form *(both areas to be tested at interview).* |
| Have the ability to relate well to pupils and adults, understanding their needs and being able to respond accordingly. |
| **Knowledge Skills and Abilities** |
| Ability to work as part of a team and to co-operate with other staff. |
| Contribute to group planning etc. but also be able to work independently and on own initiative. |
| An understanding of classroom roles and responsibilities and the ability to use own personal initiative and to be pro-active in a range of situations. |
| Willingness to provide necessary personal care to pupils, including toileting as and when required. |
| A current first aid qualification or willingness to successfully complete first aid training. |
| Ability and willingness to participate in training activities within and outside school. |
| To be responsible for promoting and safeguarding the welfare of pupils and young people within the school. |
| **Scope for Impact** |
| *As a member of support staff at Upland Primary School, you will make a strong contribution to pupils’ learning and achievement. You will provide support to teachers and the school allowing qualified teachers to make even more effective use of their time, professional knowledge, skills and understanding. You will contribute to pupils’*  *learning and you will have a significant impact on pupils’ achievement.* |
| **Job Context** |
| You will be expected to work effectively with individual pupils and/or small groups under the direction and supervision of a class teacher. |
| You will contribute to, and need to demonstrate skills in, planning, monitoring, assessment and class management. |
| You will also be expected to work as part of the school team and contribute to plans to ensure the school meets its aims. |
| You must work within the relevant policies, codes of practice and legislation reporting any concerns to the relevant person. |
| You must have good communications skills to be able to inform, persuade, inspire and motivate pupils and provide feedback to other professionals and parents as required. |