**Person Specification for Lead Higher Level Teaching Assistant (KR5/6)**

**QUALIFICATIONS / TRAINING:**

*It is* ***essential*** *that the post holder has:*

* a GCSE grade C or above English and Maths or equivalent;
* a recognised Teaching Assistant Qualification (e.g. NVQ Level 2/3) or equivalent.

*It is* ***desirable*** *that the post holder has:*

* working at or towards professional standards for HLTA;
* an additional knowledge in specialist area.

**EXPERIENCE / KNOWLEDGE:**

It is **essential** that the post holder has:

* previous experience of working with children (paid or voluntary);
* previous experience of working in a school environment.

It is **desirable** that the post holder has:

* previous experience of teaching whole class groups of children;
* previous experience of teaching within a specific Key Stage.

**SKILLS AND ABILITIES:**

*It is* ***essential*** *that the post holder has:*

* ability to work under the direction of others and as part of a team;
* the ability to use own initiative;
* good communication skills with the ability to inspire confidence amongst colleagues and parents;
* the ability to show patience, always remaining calm and consistent;
* a warm and approachable manner towards staff, pupils and visitors;
* the ability to be well organised but also flexible enough to respond to the needs and enthusiasms of individual children;
* some ICT skills.

*It is* ***desirable*** *that the post holder has:*

* the ability and willingness to assist with/run an extra-curricular club (after school or at lunchtime);
* been trained in the Read, Write Inc. Phonics Scheme
* been trained in some recognised interventions eg Lego Therapy, Stareway to Spelling etc
* developed skills for communicating with individual, groups and whole classes of pupils to promote learning, including assessing the impact of the communication on recipients and adjusting approach as necessary;
* the ability to support/lead on an area of the curriculum or school improvement focus;
* the ability to model standards and expectations to other Teaching Assistants.

**WORK RELATED VALUES & PRACTICES:**

*It is* ***essential*** *that the post holder has:*

* demonstrate and promote the school’s core values, attitudes and behaviour expected from the pupils with whom they work;
* high expectations of all pupils and a commitment to raising their educational achievements;
* respect for their social, cultural, linguistic, religious and ethnic background;
* the ability to build and maintain successful relationships with pupils, treat them calmly, consistently, with respect and consideration and demonstrate concern for their development as learners;
* the ability to work collaboratively with colleagues and carry out their role effectively, knowing when to seek help and advice;
* the ability to improve their own practice through observations, evaluations and discussion with colleagues.

*It is* ***desirable*** *that the post holder has:*

* full working knowledge or a willingness to gain a working knowledge of relevant policies, codes of practice and legislation plus working knowledge and experience of implementing national curriculum and other relevant learning programmes.
* good understanding of child development with the ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment.

**ADDITIONAL FACTORS:**

*It is* ***essential*** *that the post holder has:*

* the ability to inspire curiosity and a love of learning amongst young children;
* the ability to respond creatively to new challenges;
* the willingness to undertake training in relevant areas to develop skills necessary to support raising standards in school;
* the willingness to undertake appointed person certificate in First Aid (training provided);
* the ability to respect confidential information and an awareness of data protection;
* a commitment to equal opportunities;
* an understanding of safeguarding;
* an excellent health and attendance record;
* smart appearance;
* a sense of humour!

*It is* ***desirable*** *that the post holder has:*

* First Aid qualifications

This post is subject to a Criminal Records Bureau enhanced disclosure check, Health Checks, and appropriate references.

Updated June 2023