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|  | **Essential** | **Desirable** | **How identified** |
| Application | Well-presented application including information regarding experience, skills and suitability for the post.Fully supported in reference.  |  | Application FormReference |
| Qualifications | The Higher-Level Teaching Assistant should have: Good GCSE grade C or above in both English and MathsAndSecond or First Class honours degreeOrHLTA qualification | In addition, the Higher-Level Teaching Assistant might have: * NVQ Level 3 and above
* Other relevant qualifications (e.g. Educational degree or PGCE)
* National Vocational Qualifications in Supporting Teaching and Learning
* First Aid Certificate
* Evidence of further study or professional qualifications
 | Application Form Qualification Certificates  |
| Experience | The Higher-Level Teaching Assistant should have experience of: * Working in a primary school
* Working under the direction of a teacher
* Planning, preparing and delivering learning activities to groups and classes
* Training or expertise in a relevant curriculum or other learning area (e.g. SEN need, ICT, Maths or English)
* Working with children with a range of needs
* Managing pupil behaviour
* Communicating with pupils, staff, parents and other Professionals
* Assessing, recording and reporting on development and learning progress.
* Dealing with minor injuries
 | In addition, the Higher-Level Teaching Assistant might have experience of: • Leading and managing other support staff  | Application formReferencesInterview |
| Knowledge and Understanding | The Higher-Level Teaching Assistant should have knowledge and understanding of: * HLTA Standards
* Relevant policies, codes of practice and legislation including safeguarding
* The Primary Phase of the National Curriculum and/or EYFS Curriculum
 | In addition, the Higher-Level Teaching Assistant may also have knowledge and understanding of: • Multi-agency working | Application Form References Interview |
| Skills | The Higher-Level Teaching Assistant will be able to: * Work constructively as part of a team
* Prioritise and manage time effectively
* Demonstrate good organisational skills
* Communicate/interact with children and adults in a friendly and professional manner
* Manage behaviour effectively
* Plan, prepare and deliver successful learning activities to groups and classes
* Assess pupil learning, maintain records and produce reports as necessary in relation to these assessments
* Adapt to change and respond to pupil needs in a timely manner
* Communicate effectively, both verbally and in writing
* Motivate and engage pupils in learning activities
* Use ICT knowledge and skills in the learning environment.
 | The Higher-Level Teaching Assistant might also be able to: • Use coaching and mentoring skills with adults and pupils  | Application Form References Interview |
| Personal Qualities | The Higher-Level Teaching Assistant will be: * A practising Christian or supportive of the school’s Christian ethos
* Adaptable
* Able to take direction and use own initiative equally well
* Calm and have a positive approach
* Unrelenting in their positive regard to and for all children
* Pro-active in their approach to work
* Discrete and maintain confidentiality
* Kind, caring and sensitive to the needs of others
* Able to demonstrate high expectations and standards
* Resilient
* Willing and able to contribute to extra-curricular activities
* Committed to the whole life of the school
 |  | Application Form References InterviewLesson Observation  |