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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 Form  Reference |
| Qualifications | The Higher-Level Teaching Assistant should have:  Good GCSE grade C or above in both English and Maths  And  Second or First Class honours degree  Or  HLTA 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 form  References  Interview |
| 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 Interview Lesson Observation |