



## **Person Specification for Higher Level Teaching Assistant (HLTA)**

***You will be required to have full commitment to safeguarding and protecting the welfare of children and young people***

**ESSENTIAL (E)  
DESIRABLE (D)**

### **Education and Training**

English and Maths at GCSE grade C or equivalent	(E)
Experience of working with young people and those with SEND	(E)
Ability to use ICT (Word, Excel, SIMS) for administration and learning	(E)
Relevant qualification in education, social work or similar profession	(D)
Other relevant qualifications, e.g. Foundation Degree in Education, National Vocational Qualifications in Supporting Teaching and Learning, HLTA status	(D)

### **Leadership and Management**

Experience of successful leadership	(E)
Effective decision making skills	(E)
Ability to encourage and motivate a team	(E)
To work independently and with initiative	(E)
To be able to prioritise	(E)
Work well when under pressure	(E)

### **Abilities/Aptitudes**

Enjoy working with young people	(E)
Clear communication skills (spoken and written)	(E)
Very good organisational skills	(E)
Very good inter-personal skills	(E)
Ability to work well as part of a team	(E)
Willingness to be involved in all aspects of the work of the faculty and contribute to the wider life of the school	(E)
Commitment to the ethos of the school	(E)
Patient	(D)

### **Other Requirements**

Commitment to School and LEA Equal Opportunities Policy and Practice	(E)
Excellent attendance and punctuality record	(E)

### **OTHER REQUIREMENTS (ESSENTIAL)**

A commitment to ongoing personal development and willingness to undertake appropriate training.

Appointment to the post is subject to a satisfactory enhanced DBS check.

The post is exempt from section 4(2) of the Rehabilitation of Offenders Act 1974, as the duties give you access to persons who are under the age of 18. Applicants are not entitled to withhold information about convictions, which would be regarded as spent for other purposes.

**June 2018**