



Charter
Primary School

Person Specification Higher Level Teaching Assistant

(NB: This post is subject to the fulfilment of statements within previous grade(s))

| Job Title: Teaching Assistant Grade 4/HLTA | |
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| Knowledge and Understanding | <ul style="list-style-type: none">• Full working knowledge of relevant codes of practice / legislation e.g. 'Keeping Children Safe in Education'• Good working knowledge of National Curriculum and other relevant learning programmes• Understanding of the principles of child development and learning processes and in particular, barriers to learning• Recognise behavioural patterns and use strategies to support behaviour management• Experience in implementing plans to meet the specific needs of individuals or groups of children |
| Skills | <ul style="list-style-type: none">• Excellent interpersonal skills both in working relationship with children and parents/carers and in forming effective professional relationships• Ability to work constructively and effectively as part of a team• To confidently use different sources of ICT to support learning• Ability to maintain a positive and caring ethos with an accent on high achievement for all• Effective oral and written communication skills• Ability to be flexible and pro-active about challenge / change |
| Experience | <ul style="list-style-type: none">• Experience of working with children and young people with a variety of abilities and backgrounds/or of a relevant age• Demonstrate levels of numeracy and literacy equivalent to GCSE (A-C) or NVQ Level 2 (or by test)• Experience of leading activities with children |
| Qualifications/ Education | <ul style="list-style-type: none">• Excellent Literacy and Numeracy skills• HLTA standards for Teaching Assistants or equivalent qualification or experience• Although not essential it is desirable that the candidate holds an up to date First Aid certificate |

This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS)

Reviewed: November 2017

Job Code: L3445D