



Potters Green Primary School

PERSON SPECIFICATION

Job Title:	Higher Level Teaching Assistant	
Directorate:	Children, Learning and Young People	Post No: 1000962
Service:	Service for Schools	Grade: 4

Knowledge	<ul style="list-style-type: none"> • Full working knowledge of relevant policies/codes of practice and understanding of relevant legislation. • A 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. • A full understanding of the range of support services and providers.
Skills and Abilities	<ul style="list-style-type: none"> • Ability to plan effective actions for pupils at risk of underachieving. • Ability to self evaluate learning needs. • Ability to relate well to children and adults. • To work constructively as part of a team. • Effective organisational skills.

	<ul style="list-style-type: none"> • Ability to organise, lead and motivate a team.
Experience	<ul style="list-style-type: none"> • Experience of working with children of relevant age or with general/specific special needs. • Experience of supervising a team.
Educational	<ul style="list-style-type: none"> • NVQ 3 for Teaching Assistants or equivalent qualification or experience. • Excellent literacy/numeracy skills equivalent to NVQ2 in English and Maths. • Training in relevant strategies, e.g. literacy and/or in a particular curriculum/learning area, e.g. ICT., Maths, Early Years. • Meet Higher Level Teaching Assistant standards.
Special Requirements	<ul style="list-style-type: none"> • This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.

Reviewed: November 2021