

ST. JOSEPH'S CATHOLIC PRIMARY SCHOOL

Person Specification: Higher Level Teaching Assistant (HLTA) – Grade 7

	Essential	Desirable	How identified
Application	Well-presented application including information regarding experience, skills and suitability for the post. Fully supported in reference.		Application Form References
Qualifications	The Higher Level Teaching Assistant should have: <ul style="list-style-type: none"> • Relevant qualification at a level equivalent to at least NVQ Level 3 • HLTA status 	In addition, the Higher Level Teaching Assistant might have: <ul style="list-style-type: none"> • Other relevant qualifications (e.g. Foundation Degree in Education) • 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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • Leading and managing other support staff 	Application Form References Interview

<p>Knowledge and Understanding</p>	<p>The Higher Level Teaching Assistant should have knowledge and understanding of:</p> <ul style="list-style-type: none"> • HLTA Standards • Relevant policies, codes of practice and legislation including safeguarding • The Primary Phase of the National Curriculum and/or EYFS Curriculum 	<p>In addition, the Higher Level Teaching Assistant may also have knowledge and understanding of:</p> <ul style="list-style-type: none"> • Multi-agency working 	<p>Application Form</p> <p>References</p> <p>Interview</p> <p>Lesson Observation</p>
<p>Skills</p>	<p>The Higher Level Teaching Assistant will be able to:</p> <ul style="list-style-type: none"> • 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. 	<p>The Higher Level Teaching Assistant might also be able to:</p> <ul style="list-style-type: none"> • Use coaching and mentoring skills with adults and pupils 	<p>Application Form</p> <p>References</p> <p>Interview</p> <p>Lesson Observation</p>
<p>Personal Qualities</p>	<p>The Higher Level Teaching Assistant will be:</p> <ul style="list-style-type: none"> • A Practising Catholic and/or supportive of our Catholic ethos. • Adaptable • Able to take direction and use own initiative equally well • Calm and have a positive approach • 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 		<p>Application Form</p> <p>References</p> <p>Interview</p> <p>Lesson Observation</p>