



St. Mary's Church of England (VA) Primary School Person Specification

Job Title: **Higher Level Teaching Assistant (HLTA)**
 Location: **St. Mary's Church of England (VA) Primary School**
 Salary Range: **H4**

The selection decisions will be based on the criteria outlined below. At each stage of the process, an assessment will be made by the appointment panel to determine the extent to which the criteria have been met.

When completing your application form and supporting statement in the person specification, you should ensure that you address each of the selection criteria and provide supporting evidence of how you meet the criteria through reference to work or other relevant experience.

		Essential	Desirable
Qualifications	Level 2 NVQ in Literacy and Numeracy or GCSE Grade C equivalent	✓	
	Working towards NOS		✓
	Evidence of additional qualifications suitable to HLTA role		✓
Experience	Experience of working and supporting children with a range of educational needs	✓	
	Experience of working and supporting children of a variety of ages	✓	
Knowledge and understanding	Good knowledge of ICT (including tools for planning, research, analysis & admin) and hardware (including digital cameras, computers, email and internet)	✓	
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	Understanding of statutory and non-statutory frameworks for school curriculum	✓	
	Understanding of SEN code of practice and disabilities legislation	✓	
	Understanding of Health and wellbeing, safety and child protection	✓	

	Understanding of the Schools Ethos and Values	✓	
	Understanding of Data Protection and confidentiality	✓	
	Basic knowledge of First Aid	✓	
Skills and abilities	Astute decision making	✓	
	Active listener	✓	
	Good communication (written and verbal)	✓	
	A team player	✓	
	Approachable	✓	
	Committed	✓	
	Good interpersonal skills	✓	
	Sensitivity	✓	
	People management	✓	
	Monitoring		✓
	Drive	✓	
	Adaptability	✓	
	Managing relationships	✓	
	Assist children on an individual basis, in small group and whole class work	✓	
	Explain tasks simply and clearly and foster independence	✓	
	Supervise children, and adhere to defined behaviour management policies	✓	
	Accept and respond to authority and supervision	✓	
Work with guidance, but under limited supervision	✓		
Display work effectively, and make and maintain basis teaching resources	✓		

Note to applicants:

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.