

# POTLEY HILL PRIMARY SCHOOL

## Higher Level Teaching Assistant Person Specification

**Job description:** see attached paperwork

**Responsible to:** SENCO and Performance Management Reviewer

**The successful candidate will have the following attributes:**

<b>EDUCATION &amp; EXPERIENCE</b>
Meet HLTA standards. Hold relevant qualifications at a level equivalent to at least NVQ Level 3. Demonstrable levels of numeracy & literacy equivalent to GCSE (A-C). Attend induction training and other training relevant to the post, including behaviour management and Child Protection training. Training in relevant learning strategies e.g. literacy and numeracy A minimum of two years' experience of working with children (either paid or unpaid capacity) preferably in an education setting. Evidence of specialism in specific curriculum areas or areas of particular learning difficulty. Experience of teaching whole classes.
<b>KNOWLEDGE &amp; UNDERSTANDING</b>
Knowledge of the requirements of the new English and Maths curriculums. Understanding of the new National Curriculum for all other subjects. Understanding of behaviour management strategies. Understanding of First Aid procedures.
<b>SKILLS</b>
Effective oral and written communication skills. Excellent interpersonal skills both in working relationship with children and in forming effective professional relationships with a wide range of contacts. Good organisational and time management skills. Sound IT skills to support learning and maintain electronic information systems.
<b>ABILITIES</b>
Able to form and maintain appropriate professional relationships and boundaries with children. Ability to organise, lead and motivate a team. Ability and willingness to work constructively as part of a team. Ability to supervise pupils effectively both in and out of school in line with the school's behaviour policy. Ability to organise the classroom activities e.g. preparing and setting out resources. Ability to implement effective strategies for teaching and learning. Ability to deal with sensitive information in a confidential manner. Ability to help children to transfer their learning to other parts of their lives. Ability to provide a good role model to young pupils. Ability to work in partnership with parents and teachers. Ability to use own initiative and work flexibly.
<b>OTHER</b>
Willingness to attend school trainings sessions Empathy with pupils facing barriers to their learning. A commitment to helping pupils achieve, through education and learning. An understanding of and a genuine commitment to Equal Opportunities.