

## Person Specification: Higher Level Teaching Assistant The Arts

Qualifications & Experience			
Detail		Essential	Desirable
Specific qualifications & experience	Successful experience working with children in a school/early years environment Educated to NQF Level 2 (3), or equivalent Qualification in, or evidence of, working to HLTA standards Experience of working with SEND or a specialism Evidence of relevant CPD Basic knowledge of people management  Qualification in First Aid	✓  ✓ ✓ ✓ ✓ ✓	✓
Knowledge of relevant Procedures	Knowledge of First Aid Understand classroom roles and responsibilities and your own position within these	✓ ✓	
Literacy	Very good reading and writing skills - at least GCSE grade C or equivalent	✓	
Numeracy	Very good numeracy skills - at least GCSE grade C or equivalent	✓	
Technology	Full working knowledge of ICT to support learning	✓	
Communication			
Written	Ability to write detailed reports, letters etc	✓	
Verbal	Ability to use clear language to communicate information unambiguously Ability to listen effectively	✓ ✓	
Languages	Specialist language/communication skills if appropriate	✓	
Negotiating	Ability to negotiate effectively with adults and children	✓	
Working with Children & Others			
SEND	Successful completion of training to support SEND		✓
Curriculum	Good working knowledge of specialist curriculum area(s) if appropriate  Working knowledge and experience of implementing national curriculum and other relevant learning programmes	✓  ✓	
Health & Wellbeing	Understanding of statutory frameworks relating to teaching	✓	

Behaviour Management	Ability to demonstrate effective implementation of the school's behaviour management policy and strategies which contribute to a purposeful learning environment	✓	
Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults	✓	
Team work	Ability to work effectively with a range of adults	✓	
Working with partners	Ability to work with parents and carers to improve support for children	✓	
Information	Contribute to the development and implementation of effective systems to share information	✓	
<b>Responsibilities</b>			
Organisational skills	Good organisational skills Ability to remain calm under pressure Ability to be flexible Follow instructions accurately Use own initiative and work independently	✓ ✓ ✓ ✓ ✓	
Line Management	Ability to manage and support the work of others	✓	
Time Management	Ability to manage own time effectively Ability to adapt quickly and effectively to changing circumstances, situations	✓ ✓	
Creativity	Demonstrate creativity and an ability to resolve problems independently	✓	
<b>General</b>			
Equalities	Awareness of and promotion of equality	✓	
Health & Safety	Good understanding of Health & Safety	✓	
Child Protection & Safeguarding	Good understanding and effective implementation of child protection and safeguarding procedures	✓	
Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality Understanding and implementation of the Trust's Data Protection Policies	✓ ✓	

CPD	<p>Demonstrate a clear commitment to develop and learn in the role</p> <p>Constantly improve own practice/knowledge through self-evaluation and learning from others</p>	<p>✓</p> <p>✓</p>	
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