



HEREWARD PRIMARY SCHOOL

Person Specification: HIGHER LEVEL TEACHING ASSISTANT (HLTA)

	Essential	Desirable
Qualifications	NVQ Level 3 in learning support / early years or equivalent or a higher qualification	First Aid qualification
Experience	<i>The candidate should have experience of:</i> <ul style="list-style-type: none">• working in different key stages within a primary school (or infant / junior school).	<i>In addition, the candidate might have experience of:</i> <ul style="list-style-type: none">• working as a HLTA in an existing environment;• completing a HLTA programme.
Knowledge and understanding	<i>The candidate should have knowledge and understanding of:</i> <ul style="list-style-type: none">• what constitutes a special educational need;• the pastoral care of young children;• the roles played by various adults in a child's education;• issues related to safeguarding children, child protection and equal opportunities;• how computing can be used to support learning;• classroom roles and responsibilities and their own position within these.	<i>In addition, the candidate may have experience in:</i> <ul style="list-style-type: none">• first aid;• contributing to marking.

Skills	<p><i>The HLTA will be able to:</i></p> <ul style="list-style-type: none"> • help pupils to achieve their objectives; • assist children on an individual basis, but also work as a member of a team; • explain tasks simply and clearly; • supervise and maintain good order with pupil behaviour and adhere to defined standards; • accept and respond to management and supervision; • work with guidance, but under limited supervision; • use initiative in modifying approaches where necessary and making suggestions for improvement; • liaise and communicate effectively with others; • demonstrate good organisational skills; • get involved in professional development, and attend courses; • manage teaching and learning time effectively. 	<p><i>In addition, the HLTA might also be able to:</i></p> <ul style="list-style-type: none"> • monitor, record and make assessments about individual progress; • describe, in simple terms, the process of behaviour management with children; • identify gaps in their own experience that they need help in filling; • demonstrate the ability to learn and adapt from past experience.
Personal characteristics	<p>Calm – Creative - Empathetic Respect confidentiality Enthusiastic – Caring – Friendly Flexible</p>	<p><i>N.B. All appointments are subject to excellent references, medical clearance and DBS checks.</i></p>