



Stapleford Road, Stapleford Abbots RM4 1EJ

Head Teacher: Mrs K Thackray

Head of School: Miss S Simpson

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Telephone 01708 688207 Fax 01708 688535



Person specifications High Level Teaching Assistant

Category	Essential	Desirable	Evidence
Qualifications	<ul style="list-style-type: none"> Has met all the professional standards for HLTA, Qualifications in English/mathematics equivalent to at least Level 2 of the National Qualifications Framework. 	<ul style="list-style-type: none"> Willingness to attend appropriate training courses to fulfil the function of the job, First Aid Qualification. 	Application Interview process
Experience	<ul style="list-style-type: none"> Experience of working in a primary school with children across key stages, Previous experience as a teaching assistant/cover supervisor working with whole class activities. 	<ul style="list-style-type: none"> Previous experience of working as a HLTA. 	Application Interview process References
Knowledge, Skills and Attributes	<ul style="list-style-type: none"> Good communication skills, Good interpersonal skills, Ability to liaise effectively with colleagues, Ability to use initiative, Be able to organise and implement planning, Ability to work with the minimum of supervision, Positive attitude to work, Positive approach to behaviour management, Knowledge of SEN code of practice, Enthusiastic and committed to work as part of a team. 	<ul style="list-style-type: none"> Aware of Health and Safety issues, Knowledge of child protection issues and procedures. 	Application Interview process References
Qualities	<ul style="list-style-type: none"> Flexible and professional approach to work, Awareness of the importance of confidentiality, Ability to work with a variety of different people, Courteous and polite, Sense of humour. 		Application Interview Process References