

Higher Level Teaching Assistant Role Specification

Qualifications & Experience	Essential	Desirable
GCSE A - C (or equivalent) Maths, English and Science	✓	
Experience of planning and leading teaching and learning activities.	✓	
Level 4 HLTA qualification or equivalent or equivalent qualification/experience. QTS or Studying for a degree with a view to future teacher training		✓
Successful recent experience working with KS2 or secondary age children		✓
Experience in working with children with a range of needs including academic, medical, mobility and Social Emotional and Mental Health issues		✓
Emotional Literacy Support Assistant qualification or other similar wellbeing or mental health qualification.		✓
Skills & Knowledge	Essential	Desirable
Good ICT skills to access school systems		✓
Understanding of safeguarding and child protection procedures	✓	
Understanding of effective teaching methods		✓
Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice		✓
Knowledge of how statutory and non-statutory frameworks for the school curriculum relate to the age and ability ranges of the learners they support.		✓
Knowledge of how to successfully lead learning activities for a group or class of children	✓	
Understand procedures and legislation relating to confidentiality	✓	
Understand the importance of physical and emotional wellbeing	✓	
Ability to write reports	✓	
Ability to understand and support children with developmental difficulty or disability	✓	
Understanding of and ability to implement the school's behaviour management policy	✓	
Ability to support the work of volunteers and other teaching assistants in the classroom	✓	
Ability to use clear language to communicate information unambiguously and listen effectively	✓	
Ability to communicate effectively with children and their families and carers and other adults and overcome communication barriers with children and adults	✓	
Good understanding of the school curriculum including knowledge of literacy/numeracy strategies		✓
Know when, how and with whom to share information		✓

Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults	✓	
Basic understanding of Health & Safety		✓
Personal	Essential	Desirable
Ability to use own initiative to resolve routine problems independently	✓	
Flexible, adaptable, reliable and trustworthy	✓	
Remain calm under pressure with good organisational skills	✓	
Good at working as part of a wider team	✓	
Sensitivity and understanding, to help build good relationships with pupils	✓	
Commitment to safeguarding pupil's wellbeing and equality	✓	
Resilient, positive, forward looking and enthusiastic about making a difference	✓	
Commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school	✓	
Capacity to inspire, motivate and challenge children and young people	✓	