

**PERSON SPECIFICATION**  
**POSITION: HIGHER LEVEL TEACHING ASSISTANT**

CRITERIA	ESSENTIAL/DESIRABLE	WHERE MEASURED
<b><u>EXPERIENCE</u></b> <ul style="list-style-type: none"> <li>• Experience of working as a HLTA in a school environment or other educational setting</li> <li>• Experience of working with primary school children</li> <li>• Experience of planning and delivering learning activities</li> <li>• Experience of planning and leading teaching and learning activities (under supervision)</li> <li>• The ability to implement a range of Teaching and Learning strategies</li> <li>• Be self-driven &amp; pro-active</li> </ul>	<p>Desirable</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Application Form/Interview</p>
<b><u>Qualifications</u></b> <ul style="list-style-type: none"> <li>• HLTA Qualification</li> <li>• Excellent Numeracy/literacy/Communication skills</li> <li>• Completion of DfES Teacher Assistant Induction Programme</li> <li>• HLTA Qualification</li> <li>• NVQ 3 for Teaching Assistants or equivalent qualifications/ experience</li> <li>• Training in the relevant learning strategies e.g. literacy and numeracy</li> <li>• First aid training/training as appropriate</li> </ul>	<p>Desirable</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Desirable</p>	<p>Application Form/Interview</p> <p>Application Form</p> <p>Application Form</p> <p>Application Form</p> <p>Application Form</p> <p>Application Form</p>
<b><u>Knowledge &amp; Skills</u></b> <ul style="list-style-type: none"> <li>• To be able to establish good working relationships with pupils and staff and be able to respond to individual pupil's needs.</li> <li>• To be able to recognise and reward achievement within</li> </ul>	<p>Essential</p> <p>Essential</p>	<p>Application Form/Interview</p> <p>Application Form/Interview</p>

established school procedure.	Essential	Interview
• Understanding of relevant policies/codes of practice and awareness of relevant legislation	Essential	Interview
• General understanding of primary curriculum and other basic learning programmes/strategies	Essential	Application Form/Interview
• Basic understanding of child development and learning	Desirable	Interview
• Ability to self-evaluate learning needs and actively seek learning opportunities	Essential	Interview
• Have knowledge of outside agencies		
• Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within this role.	Essential	Application Form/Interview