

	Essential	Desirable	How Identified
Application	Well-presented application including information regarding experience, skills and suitability for the post. Fully supported in reference.		Application Form References
Qualifications	The Higher-Level Teaching Assistant should have: <ul style="list-style-type: none"> • Relevant qualification at a level equivalent to at least NVQ Level 3 • HLTA status 	In addition, the Higher-Level Teaching Assistant might have: <ul style="list-style-type: none"> • Other relevant qualifications (e.g. Foundation Degree in Education) • National Vocational Qualifications in Supporting Teaching and Learning • First Aid Certificate • Evidence of further study or professional qualifications 	Application Form Qualification Certificates
Experience	The Higher-Level Teaching Assistant should have experience of: <ul style="list-style-type: none"> • Working in a primary school • Working under the direction of a teacher • Planning, preparing and delivering learning activities to groups and classes • Training or expertise in a relevant curriculum or other learning area (e.g. SEND need, ICT, Maths or English) • Working with children with a range of needs • Managing pupil behaviour • Communicating with pupils, staff, parents and other professionals • Assessing, recording and reporting on development and learning progress. • Dealing with minor injuries 	In addition, the Higher-Level Teaching Assistant might have experience of: <ul style="list-style-type: none"> • Leading and managing other support staff 	Application Form References Interview

<p>Knowledge and Understanding</p>	<p>The Higher-Level Teaching Assistant should have knowledge and understanding of:</p> <ul style="list-style-type: none"> • HLTA Standards • Relevant policies, codes of practice and legislation including safeguarding • The Primary Phase of the National Curriculum and/or EYFS Curriculum 	<p>In addition, the Higher-Level Teaching Assistant may also have knowledge and understanding of:</p> <ul style="list-style-type: none"> • Multi-agency working 	<p>Application Form</p> <p>References</p> <p>Interview</p> <p>Lesson Observation</p>
<p>Skills</p>	<p>The Higher-Level Teaching Assistant will be able to:</p> <ul style="list-style-type: none"> • Work constructively as part of a team • Prioritise and manage time effectively • Demonstrate good organisational skills • Communicate/interact with children and adults in a friendly and professional manner • Manage behaviour effectively • Plan, prepare and deliver successful learning activities to groups and classes • Assess pupil learning, maintain records and produce reports as necessary in relation to these assessments • Adapt to change and respond to pupil needs in a timely manner • Communicate effectively, both verbally and in writing • Motivate and engage pupils in learning activities • Use ICT knowledge and skills in the learning environment. 	<p>The Higher-Level Teaching Assistant might also be able to:</p> <ul style="list-style-type: none"> • Use coaching and mentoring skills with adults and pupils 	<p>Application Form</p> <p>References</p> <p>Interview</p> <p>Lesson Observation</p>

St Cuthbert's Catholic Primary School

Person Specification: Higher Level Teaching Assistant (HLTA)

Personal Qualities	The Higher -Level Teaching Assistant will be: <ul style="list-style-type: none">• A Practising Catholic and/or supportive of our Catholic ethos.• Adaptable• Able to take direction and use own initiative equally well• Calm and have a positive approach• Pro-active in their approach to work• Discrete and maintain confidentiality• Kind, caring and sensitive to the needs of others• Able to demonstrate high expectations and standards• Resilient• Willing and able to contribute to extra-curricular activities• Committed to the whole life of the school		Application Form References Interview Lesson Observation
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