

PERSON SPECIFICATION

Post Title:	HLTA (Higher Level Teaching Assistant)
Reporting to:	Learning Leader/Class Teacher

	Essential	Desirable
Qualifications/Training		
1. Required qualifications: HLTA	/	
2. Additional qualifications in working with pupils with special needs.		/
3. Ability to communicate effectively, orally and in writing (good level of written English/Communication Skills. GCSE, grade A-C or equivalent).	/	
4. Evidence of recent professional development (within the last 12 months).	/	
Achievements and Experience		
1. Relevant experience of working with children/young people with a wide spectrum of learning difficulties, including autism.	/	
2. Experience of planning and delivering lessons to individuals or small groups to achieve identified learning objectives.	/	
3. Experience of contributing to and implementing personalised learning plans, behaviour guidelines and care plans.	/	
4. Experience of creating and organising learning environments, including preparing resources, relevant to pupils' needs.	/	
5. Experience of contributing to recording and assessment.	/	
6. Experience of implementing behaviour management strategies.	/	
7. Experience of supporting students with additional medical/physical needs.	/	
8. Experience of directing and managing others.	/	
9. A commitment to promoting equal opportunities and meeting individual needs	/	
Knowledge		
1. Knowledge and understanding of the curriculum being followed within your current setting.	/	
2. Knowledge of appropriate recording and assessment procedures being followed within your current setting.	/	
3. Working knowledge of I.C.T. resources to support pupils' learning.	/	
4. Working knowledge of key policies and procedures, including all aspects of Safeguarding and Health and Safety.	/	

	Essential	Desirable
Skills		
1. Excellent interpersonal skills.	/	
2. Ability to work autonomously and in close liaison with others.	/	
3. Ability to adapt own approach in response to student's needs and learning styles.	/	
4. Ability to promote independence in all aspects of pupils' learning and development.	/	
5. Ability to provide accurate reports, both written and verbal.	/	
6. Reflective practitioner.	/	
7. Excellent time management.	/	
8. Competent at using ICT.	/	
9. Ability to support and guide newly appointed TAs and students during work experience placements.	/	
Qualities and Attitude		
1. Commitment to work as part of the whole school team and support the vision/aims of the school.	/	
2. Friendly, approachable and professional.	/	
3. Commitment to supporting the achievement of all pupils.	/	
4. Flexibility to work across a range of classes/campuses.	/	
5. Ability to maintain confidentiality.	/	
TOTAL		