



Person Specification for the post of Higher Level Teaching Assistant - SEND

The Higher Level Teaching Assistant should have:

1) Education and Training:

	Method of Assessment
<ol style="list-style-type: none"> 1. Relevant qualification at a level equivalent to at least NVQ Level 3 or above 2. Have HLTA status (desirable) 3. Have qualified teacher experience (desirable) 4. Training in first aid, administering medication and/or the willingness to undertake such training 5. GCSE English and Maths grades A*-C/4-9 or equivalent 6. Training in relevant strategies e.g. literacy / numeracy (desirable) 	Application

2) Relevant Experience:

	Method of Assessment
<ol style="list-style-type: none"> 1. Of working in a primary or secondary school 2. Planning, preparing, delivering and monitoring learning activities and interventions to groups and individuals 3. Training or expertise in a relevant curriculum or other learning area (e.g. SEN need, ICT, Maths or English) 4. Involvement of organising access arrangements (desirable) 5. Experience of working with EHCP paperwork/meetings (desirable) 6. Working with children with a range of needs 7. Experience of effectively managing pupil behaviour 8. Experience of communicating with pupils, staff, parents and other professionals 9. Experience of multi-agency working (desirable) 10. Experience of leading and managing other support staff (desirable) 	Application

3) Aptitude and Skills:

	Method of Assessment
<ol style="list-style-type: none"> 1. Excellent oral and written communication skills 2. Good interpersonal, organisational and ICT skills 3. Knowledge and understanding of relevant policies, codes of practice and legislation including safeguarding 4. Knowledge of the National Curriculum, particularly literacy and numeracy 5. Knowledge of behaviour management strategies 6. Ability to form effective professional relationships including team working 	Application, interview

<ul style="list-style-type: none"> 7. Ability to work independently 8. Ability to remain calm under pressure and be able to adapt to change quickly 9. Ability to write and adapt Learner Profiles and Support plans (desirable) 	
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4) Personal Qualities to include:

	Method of Assessment
<ul style="list-style-type: none"> 1. To be able to contribute to the Christian ethos in the school 2. To be reliable and conscientious 3. A desire and ability to learn new skills 4. Perseverance 5. Being a team player 6. A flexible approach to work [some out of hours work may be necessary] 7. Have empathy with those facing barriers to their learning 	Interview

Please state on your application form how you meet these requirements.

Person specification reviewed October 2022