

HLTA Person Specification

Name of school: St.George's CE Primary School
 Job title: Higher Level Teaching Assistant-scale 6
 Line Manager: Headteacher
 Grade: Scale 6

	Essential	Desirable
Qualifications	The Higher Level Teaching Assistant should: • Have HLTA status [or qualified teacher experience] • Be able to demonstrate levels of numeracy and literacy to GSCE [A-C]	In addition, the Higher Level Teaching Assistant might have: • Other relevant qualifications (e.g. Foundation Degree in Education) • National Vocational Qualifications in Supporting Teaching and Learning • Level 2 sports coaching qualification
Experience	The Higher Level Teaching Assistant should have experience of: • Working with KS1/2 pupils in school for a minimum of 3 years • Working with children who have special educational needs/EAL • Teaching individuals, groups and whole classes	In addition, the Higher Level Teaching Assistant might have experience of: • Training or expertise in a relevant curriculum or other learning area (e.g. Sport, ICT, maths or literacy) • Teaching specific measureable interventions.
Knowledge and Understanding	The Higher Level Teaching Assistant should have knowledge and understanding of: • HLTA Standards • Relevant policies, codes of practice and legislation including safeguarding • the National Curriculum particularly literacy and numeracy	In addition, the Higher Level Teaching Assistant might have experience of: • Multi agency working • First Aid

Skills	The Higher Level Teaching Assistant will: • Have effective oral and written communication skills • Form effective professional relationships including team working • Have good organisational and time management skills • Have sound ICT skills • Be able to demonstrate the HLTA standards • Be able to plan effective activities for pupils at risk of underachieving; • Develop their knowledge through the evaluation of their own learning needs; • Be able to work independently; • Remain calm under pressure and be able to adapt to change quickly	The Higher Level Teaching Assistant might also be able to: • Use coaching and mentoring skills with adults and pupils • Demonstrate leadership and line management skills
Other	The Higher Level Teaching Assistant will be able to: • Attend school training sessions • Have empathy with those facing barriers to their learning • An understanding of and a genuine commitment to Inclusion	