



## PERSON SPECIFICATION FOR HIGHER LEVEL TEACHING ASSISTANT

<b>Qualifications and experience</b>	<p><b>DESIRABLE:</b></p> <ol style="list-style-type: none"><li>1. Level 2 or 3 Certificate in Supporting Teaching and Learning in Schools, Level 2 or 3 Diploma in Childcare and Education, or other relevant qualification in pre-school or childcare (or willingness to work towards a qualification if not already held)</li><li>2. GCSEs at grades 9 to 4 (A* to C)</li><li>3. Experience of planning and leading teaching and learning activities under supervision</li><li>4. Experience of working with children with a special educational need (SEND)</li></ol> <p><b>ESSENTIAL:</b></p> <ol style="list-style-type: none"><li>5. Experience of working with children of primary school age</li><li>6. GCSE or equivalent in English &amp; Maths</li></ol>
<b>Skills and knowledge</b>	<ol style="list-style-type: none"><li>1. Good literacy and numeracy skills - both oral and written</li><li>2. Good organisational skills</li><li>3. Ability to build effective working relationships with pupils and adults</li><li>4. Skills and expertise in understanding the needs of all pupils</li><li>5. Knowledge of how to help adapt and deliver support to meet individual needs</li><li>6. Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils</li><li>7. Excellent verbal communication skills</li><li>8. Active listening skills</li><li>9. The ability to remain calm in stressful situations</li><li>10. Knowledge of guidance and requirements around safeguarding children</li><li>11. Good ICT skills, particularly using ICT to support learning</li><li>12. Understanding of roles and responsibilities within the classroom and whole school context</li><li>13. Knowledge of how statutory and non-statutory frameworks for the school curriculum relate to the age and ability ranges of the learners they support</li><li>14. Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice or a willingness to learn</li></ol>
<b>Personal qualities</b>	<ol style="list-style-type: none"><li>1. Enjoyment of working with children</li><li>2. Sensitivity and understanding, to help build good relationships with pupils</li><li>3. A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li><li>4. Commitment to maintaining confidentiality at all times</li><li>5. Commitment to safeguarding pupil's wellbeing and equality</li></ol>

This person specification may be amended at any time in consultation with the post holder.

**Last review date:** September 2023

**Next review date:** September 2024

**Head Teacher/line manager's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Post holder's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_