



Person Specification: HLTA (Teaching Assistant Level 4)

E = Essential D = Desirable

	E	D
Qualifications and training		
NVQ level 3 in related area or equivalent experience plus additional knowledge in specialist area	x	
Working towards or achieved Higher Level Teaching Assistant Status		x
Experience		
Previous experience of working as a teaching assistant	x	
Some experience of planning, preparing and delivering specified work to classes		x
Skills and knowledge		
Specialist skills and knowledge relevant to the role e.g. EAL, SEN or particular learning area	x	
Knowledge of behaviour management techniques	x	
Competent in the use of ICT in all aspects of the role	x	
Knowledge and compliance with policies and procedures relevant to health and safety and child protection	x	
Ability to interpret information and situations and respond independently to problems and situations in line with procedures but may refer to the line manager for more unusual/difficult problems	x	
Personal qualities		
Commitment to uphold the 7 principles of public life (the Nolan principles) at all times	x	
Commitment to maintaining confidentiality at all times	x	
May be required to stand for long periods and or work in awkward positions e.g. low chairs	x	
Some exposure to unpleasant conditions e.g. noise, outdoor working	x	
Equal opportunities		
Commitment to inclusion, equality and diversity	x	
Safeguarding		
Commitment to safeguarding and promoting the welfare of children and young people	x	