

PERSON SPECIFICATION

Post Title:	Higher Level Teaching Assistant
Grade:	Scale Point 11-14
Accountable to:	Headteacher and Deputy Headteacher Leaders of Learning

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Education and Qualifications	<ul style="list-style-type: none"> ● Extensive experience of working in an educational setting supporting teaching and learning ● Educated to further education standard (BTEC, NVQ or equivalent) ● GCSE A-C (or equivalent) in English and Mathematics 	<ul style="list-style-type: none"> ● HLTA qualification or equivalent experience ● Further qualifications ● Evidence of ICT qualification (ECDL or equivalent) ● Willingness to undertake continuing professional development
Experience and Knowledge	<ul style="list-style-type: none"> ● Minimum of 3 years in educational setting ● Evidence of excellent communication skills, both written and oral ● Experience of teaching small groups of pupils ● Demonstrates a clear knowledge, understanding and commitment to safeguarding of young people ● Knowledge and understanding of the difficulties experienced by pupils with physical and mental health needs 	<ul style="list-style-type: none"> ● Knowledge of National Curriculum, and working with KS3/4 ● Knowledge of the Equalities Act and issues around equality of education and access ● Experience of working with pupils with severe and complex mental health difficulties ● Experience of integrating pupils into school ● Knowledge and use of SEN Code of Practice ● Evidence of effective team working in a multi-agency environment ● Experience working in a clinical setting

<p>Ability and Skills</p>	<ul style="list-style-type: none"> ● Ability to support across the key stage 3 and 4 curriculum ● Ability to deliver the curriculum to small groups. ● Commitment to equalities and inclusion ● Ability to use ICT skills in word processing and use of internet ● Ability to travel to different locations (i.e. driving licence, access to own car, suitably insured for work purposes) ● Ability to demonstrate flexibility, initiative and self motivation ● Demonstrates excellent interpersonal and negotiation skills ● Ability to work sensitively with individuals and families and empathise with them ● Ability to work and remain calm in difficult circumstances ● Ability to organise and prioritise conflicting demands on time 	<ul style="list-style-type: none"> ● Has a well developed sense of humour and a positive outlook
<p>Equal Opportunities</p>	<ul style="list-style-type: none"> ● Accountable to the Headteacher and Deputy Headteacher the post holder will work as part of a team under guidance of a Leader of Learning ● The post holder will be responsible for working to agreed plans and targets 	

The Higher Level Teaching Assistant will be accountable to the Headteacher, Deputy Headteacher, and Leader of Learning for maintaining a high professional standard in the delivery of all aspects of their work. Within this accountability the Higher Level Teaching Assistant may from time to time make his/her own professional decisions based on evidence, knowledge of recent research and within the guidance of the Trusts policies and procedures. Decisions about pupil provision are discussed at a weekly group supervision and as and when required within the centre.

A performance management and supervision process is in place and all staff are expected to take part.