Person Specification: HLTA (Teaching Assistant Level 4)

E = Essential D = Desirable

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| --- | --- | --- |
|  | 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 identify and resolve straight forward problems | x |  |
| Ability to refer more complex problems to an appropriate member of staff | x |  |
| **Personal qualities** | | |
| Commitment to uphold the 7 principles of public life (the [Nolan principles](https://www.gov.uk/government/publications/the-7-principles-of-public-life)) 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 |  |