

PERSON SPECIFICATION



POST: HIGHER LEVEL TEACHING ASSISTANT – GRADE 7			
SKILLS/ ABILITY/ EXPERIENCE	TO DO WHAT?	HOW WELL? NOW OR WITH TRAINING?	HOW IMPORTANT AT THE TIME OF APPOINTMENT?
<u>KNOWLEDGE</u> At least 2 years' experience of working with/ guiding the learning of children within a school setting A good understanding of the school curriculum, and the day to day running of a school Understanding of school administration systems and procedures and proven administrative experience/ability <u>Qualifications:</u> NVQ 3 or above in a relevant discipline, plus at least GCSE Grade C in English and Maths HLTA qualification	To take a lead role in learning activities as set by the class teacher or personally planned (where given the appropriate amount of PPA for individuals/groups or whole class of pupils	Essential (Whole class with training)	5 3
	To support the class teacher in the delivery of learning activities for individuals or groups of pupils;	Now	4
	To help ensure accurate record keeping, monitoring and data collection in respect of pupils' attendance and attainment;	With training in specific systems	3
	To organise learning materials and pupil resources that support classroom activities	Now	4
	To provide the theoretical framework and context to undertake the responsibilities of a HTLA	Now	5
		Must be willing to train and	5

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		complete by 31 st October	
<u>MENTAL SKILLS</u>			
Ability to observe, monitor and analyse learning and learning outcomes in a practical context	To review pupil performance data analysing trends and identifying where intervention is required to improve performance and attainment	With training	3
Creative ability	To create learning materials, displays and pupil resources that support classroom activities	Desirable	2
<u>INTERPERSONAL & COMMUNICATION SKILLS</u>			
Ability to communicate information and ideas effectively to a range of audiences, including children with specific learning and/or behavioural needs, through good written and oral communication skills	To lead class room based learning for pupils To support the teacher in the preparation of information and materials to be used in discussions of pupil progress with individual pupils, groups and parents/carers as required To develop and maintain effective working relationships with colleagues, pupils and “partners” of the school (Parents, PSA, Governors, Visitors)	Now	5

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Ability to maintain children's interest and motivation for learning and to maintain discipline	To work with individuals/groups or whole class of children; encourage good behaviour; and deal with any problems arising from breaches of the school's disciplinary rules	Now	5
Ability to work well as a member of a team	To support colleagues and maintain effective working relationships	Now	5
<u>PHYSICAL SKILLS</u>			
Ability to make and use a variety of resources	To support the classroom learning and assist children with creative work	Desirable, not essential	2
<u>INITIATIVE & INDEPENDENCE</u>			
Ability to use own judgement and initiative	To work alone with individuals/groups or whole class of children and to deal with unexpected/unusual situations or problems To advise/support Teaching Assistants where appropriate	With support & training	4
<u>PHYSICAL DEMANDS</u>			
Limited			

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<u>MENTAL DEMANDS</u>			
Awareness of needs/demands of young children and how they act/react	To react to children's needs and demands and to ensure their safety and welfare	Now	5
Ability to deal with interruptions and unexpected peaks in workload	To take charge/supervise classes or groups of children To cope with situations where several children require attention at the same time	With training	3
<u>EMOTIONAL DEMANDS</u>			
Ability to work with, support, understand and empathise with children	To work with individuals/ groups or whole class of children of all abilities (including the very able and those with specific learning difficulties) To work with children who require special/additional support due to physical and / or emotional needs	With training Now	4 5
<u>RESPONSIBILITY FOR PEOPLE</u>			

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Understanding of key safeguarding issues and procedures	To ensure correct reporting and monitoring of any safeguarding issues arising across the school; To maintain appropriate levels of confidentiality and data security in respect of personal / pupil / colleague information;	Now	5
<u>RESPONSIBILITY FOR SUPERVISION</u> Supervisory skills	To plan and prioritise the work of the Teaching Assistants and supervise them in line with agreed Performance Management framework	With support (if required)	1
<u>FINANCIAL RESPONSIBILITY</u> N/A			
<u>RESPONSIBILITY FOR PHYSICAL RESOURCES</u>	Some responsibility for safe and secure storage of materials and resources	Now	2