



BROOK INFANT SCHOOL
AND NURSERY

HLTA Person Specification

	Essential	Desirable
Qualifications	<p>The Higher-Level Teaching Assistant should:</p> <ul style="list-style-type: none"> • Have HLTA status (or qualified teacher experience). • Be able to demonstrate levels of numeracy and literacy to GSCE (A-C). 	<p>In addition, the Higher-Level Teaching Assistant might have:</p> <ul style="list-style-type: none"> • Other relevant qualifications (e.g., Foundation Degree in Education) • Training in relevant strategies e.g. literacy/numeracy
Experience	<p>The Higher-Level Teaching Assistant should have experience of:</p> <ul style="list-style-type: none"> • Working with children in school for a minimum of two years. • Working with children who have special educational needs/EAL. • Planning and teaching individuals, groups and whole classes. • A good awareness of inclusion, especially within a school setting. 	<p>In addition, the Higher-Level Teaching Assistant might have experience of:</p> <ul style="list-style-type: none"> • Leading and managing other support staff. • Training or expertise in a relevant curriculum or other learning area (e.g. ICT, maths or literacy).
Knowledge and Understanding	<p>The Higher-Level Teaching Assistant should have knowledge and understanding of:</p> <ul style="list-style-type: none"> • HLTA Standards. • Relevant policies, codes of practice and legislation including safeguarding. • The National Curriculum particularly literacy and numeracy. • Behaviour management strategies. 	<p>In addition, the Higher-Level Teaching Assistant might have experience of:</p> <ul style="list-style-type: none"> • Multi agency working. • First Aid.
Skills	<p>The Higher-Level Teaching Assistant will:</p> <ul style="list-style-type: none"> • Have effective oral and written communication skills. • Form effective professional relationships including team working. • Have good organisational and time management skills. • Have sound ICT skills. • Be able to demonstrate the HLTA standards. • Be able to plan effective activities for children at risk of underachieving. • Develop their knowledge through the evaluation of their own learning needs. • Be able to work independently. • Remain calm under pressure and be able to adapt to change quickly. • Provide detailed and regular feedback to teachers on children's achievements and progress. • Assist with the development and implementation of Provision Plans. 	<p>The Higher-Level Teaching Assistant might also be able to:</p> <ul style="list-style-type: none"> • Use coaching and mentoring skills with adults and learners. • Demonstrate leadership and line management skills.

Other	The Higher-Level Teaching Assistant will be able to: <ul style="list-style-type: none">• Attend school training sessions.• Have empathy with those facing barriers to their learning.• An understanding of and a genuine commitment to Inclusion.	
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