

HTLA Higher Level Teaching Assistant Person Specification

	Essential	Desirable	Method of assessment
Qualifications	<ul style="list-style-type: none"> • Good education to GCSE level, including GCSE 'C' grade or higher in English and Maths, or equivalent 	<ul style="list-style-type: none"> • A relevant Level 3 or Level 4 qualification in Childcare and/or Education • A First Aid qualification 	Production of applicant's certificates
Experience	<ul style="list-style-type: none"> • Experience of working with young children • Ability to select and prepare resources necessary to lead learning activities • Assist teacher in raising attainment by providing effective learning support to pupils 	<ul style="list-style-type: none"> • Experience of working with young children in play schemes, crèches, after-school clubs or similar • Experience of working in the Independent sector 	Application form Interview References
Skills	<ul style="list-style-type: none"> • Ability to assist children on an individual basis, in small groups and during whole class work • Clearly explain tasks and foster children's independence • Can successfully supervise children, modelling defined behaviour management policies • Ability to work with guidance, but under limited supervision • Liaise and communicate effectively with others • Demonstrate good organisational skills 	<ul style="list-style-type: none"> • Is able to suggest alternative ways of helping children if they are unable to understand • Can describe, in simple terms, the process of behaviour management with children 	Application form Interview references
Knowledge	<ul style="list-style-type: none"> • Knowledge of the needs of young children • An understanding of child development and the ways in which children learn • Knowledge of positive behaviour management strategies • Knowledge of safeguarding children 	<ul style="list-style-type: none"> • Knowledge of National Curriculum EYFS, Key Stages 1 and 2 • Knowledge of how to monitor, record and make basic assessments about individual progress • An awareness of the roles played by various adults in a child's education 	Application form Interview References
Personal competencies and qualities	<ul style="list-style-type: none"> • Enthusiasm and a positive outlook • The ability to work independently and collaboratively as a member of a team • Creativity in problem solving together with a willingness to take on or try new approaches and ideas • A positive attitude towards professional development and their own learning • Reliability and integrity • Good personal organisation. • Good attendance record 	<ul style="list-style-type: none"> • Ability to work under pressure • Sense of humour • Flexibility 	Application form Interview References