



HLTA Person Specification

	Essential	Desirable
Qualifications	The Higher Level Teaching Assistant should: • Have HLTA status [or qualified teacher experience] or a willingness to train in the role • GCSE or equivalent level , including at least a Grade A-C in English and maths	In addition, the Higher Level Teaching Assistant might have: • Other relevant qualifications (e.g. Foundation Degree in Education) • Training in relevant strategies e.g. literacy / numeracy
Experience	The Higher Level Teaching Assistant should have experience of: • Working with pupils in school for a minimum of 2 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 •	In addition, the Higher Level Teaching Assistant might have experience of: • 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	The Higher Level Teaching Assistant should have knowledge and understanding of: • HLTA Standards • Relevant policies, codes of practice and legislation including safeguarding • the National Curriculum particularly literacy and numeracy • behaviour management strategies	In addition, the Higher Level Teaching Assistant might have experience of: • Multi agency working • First Aid

Skills	The Higher Level Teaching Assistant will: • Have effective oral and written communication skills • Form effective professional relationships including team working • Understanding of effective teaching methods • 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 pupils 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	The Higher Level Teaching Assistant might also be able to: • Use coaching and mentoring skills with adults and pupils • Demonstrate leadership and line management skills
Personal qualities	• Enjoyment of working with children • Sensitivity and understanding, to help build good relationships with pupils • A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school • Commitment to maintaining confidentiality at all times • Commitment to safeguarding pupil's wellbeing and equality • Resilient, positive, forward looking and enthusiastic about making a difference • Capacity to inspire, motivate and challenge children and young people	
Other	The Higher Level Teaching Assistant will be able to: • Attend school training sessions • Have empathy with those facing barriers to their learning • An understanding of and a genuine commitment to Inclusion	