

# ELSTON HALL LEARNING TRUST

## Person Specification – Higher Level Teaching Assistant

	<b>Essential</b>	<b>Desirable</b>	<b>Tested by</b>
Experience and Knowledge	<ul style="list-style-type: none"> <li>• Experience of teaching individuals, targeted groups and whole class sessions</li> <li>• Understanding of the HLTA role across each key stage</li> <li>• Knowledge of the wider role of a HLTA and the contribution of these posts to school improvement</li> <li>• Understand the successful application of IT skills where required to promote effective teaching and learning</li> <li>• Have knowledge of recording and reporting systems for achievement data in specific year groups</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with children with special needs</li> <li>• Experience of working with children one to one</li> <li>• Working with the year group in statutory assessments</li> <li>• A proficient knowledge of current education legislation relevant to this post</li> <li>• Have secured knowledge of curriculum systems and plans for appropriate year group</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>
Education and Qualifications	<ul style="list-style-type: none"> <li>• GCSE English and Maths A – C or equivalent</li> <li>• Good standard of general education</li> <li>• TA specific qualification equivalent to NVQ Level 2</li> <li>• HLTA Status</li> </ul>	<ul style="list-style-type: none"> <li>• Offers of other professional training undertaken</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>
Skills and Abilities	<ul style="list-style-type: none"> <li>• A commitment to promoting equal opportunities and meeting individual needs</li> <li>• Awareness of confidentiality</li> <li>• Ability to manage time effectively</li> <li>• Ability to be flexible to the needs of children</li> <li>• Effective communication to a high standard, interpersonal and organisational skills</li> <li>• Skilled at planning work for appropriate year group</li> <li>• Willingness to take part in activities such as swimming, trips and visits</li> <li>• Ability to deal confidently with a range of daily issues raised by our children and solve them without reference to others where appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• Be skilled and confident to teach whole classes of children across key stage 2</li> <li>• Experience in delivering first aid, medication, personal/intimate care, physical intervention/behaviour management strategies</li> <li>• Ability to organise work pattern on the basis of year group requirements planning your own schedule in order to complete tasks</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> <li>• References</li> </ul>
Motivation and Personality	<ul style="list-style-type: none"> <li>• Ability to remain calm when in potentially stressful situations</li> </ul>		<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> </ul>

	<ul style="list-style-type: none"> <li>• People skills which enable you to get on with both children and adults</li> <li>• Willingness to take part in appropriate training and personal/professional development</li> <li>• Self-motivated, well organised and prepared to work without close supervision</li> </ul>		
Other Factors	<ul style="list-style-type: none"> <li>• Eligibility to live and work in the United Kingdom</li> <li>• Suitability to work with children</li> <li>• Commitment to safeguarding and equality</li> <li>• Willing to react flexibly to new or unexpected situations</li> </ul>		<ul style="list-style-type: none"> <li>• Interview</li> <li>• Required documentation for Eligibility</li> <li>• DBS and Barred List checks</li> </ul>