

Person Specification

Name of school:

Job title: Higher Level Teaching Assistant

Line Manager: Headteacher

Grade: HLTA Person Specification

The person specification should be used in relation to the HLTA Standards and the relevant Job Description

	Essential	Desirable
Qualifications	<p>The Higher Level Teaching Assistant should have:</p> <ul style="list-style-type: none"> • HLTA status 	<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) • National Vocational Qualifications in Supporting Teaching and Learning
Experience	<p>The Higher Level Teaching Assistant should have experience of:</p> <ul style="list-style-type: none"> • working in school • Training or expertise in Key stage 1 and 2 curriculum • Working with children who require additional support 	<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
Knowledge and Understanding	<p>The Higher Level Teaching Assistant should have knowledge and understanding of:</p> <ul style="list-style-type: none"> • HLTA Standards 8 to 16 • Relevant policies, codes of practice and legislation including safeguarding • Multi agency working 	

Skills	The Higher Level Teaching Assistant will be able to: <ul style="list-style-type: none">• demonstrate the HLTA standards 17 to 33• plan effective activities for pupils at risk of underachieving;• develop their knowledge through the evaluation of their own learning needs;• work independently;• organise, lead and motivate a team, and work well as part of it• Calm under pressure and able to adapt to change quickly	The Higher Level Teaching Assistant might also be able to: <ul style="list-style-type: none">• Use coaching and mentoring skills with adults and pupils• Demonstrate leadership and line management skills
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