

Person Specification	High Level Teaching Assistant
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Key	E (Essential) D (Desirable) A (Application Form) I (Interview)
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	Qualifications	E	D	A	I
1	GCSE grade A* - C or equivalent in Maths and English	✓		✓	✓
2	Meet Higher Level Teaching Assistant standards or equivalent qualification or experience.	✓	✓	✓	
3	ELKLAN Trained		✓	✓	
	<b>Successful Skills and Experience Able to evidence and demonstrate the ability to:</b>	<b>E</b>	<b>D</b>	<b>A</b>	<b>I</b>
3	Understand the educational objectives of the school	✓			✓
4	Support learning across all areas of the curriculum	✓			✓
5	Experience of working in a primary school	✓			
6	Experience of working in a challenging environment	✓		✓	
7	Understanding EHCPs and other relevant support plans	✓	✓		✓
8	Excellent planning and organisation skills	✓			✓
	Differentiate planning to meet individual children's and group's needs				
9	Effective group/class supervision	✓			✓
10	Accurate record keeping	✓			✓
11	Communicate clearly and effectively in the English language, both verbally and in writing, with all children and adults including the ability to communicate sympathetically with children and parents.	✓		✓	
12	Monitoring and recording individual progress; the ability to interpret a child's attainment and progress data.		✓		✓
13	Clarify and clearly explain instructions to pupils including adapting planning where necessary		✓		✓

14	Use Microsoft Word, SIMS, Excel and other appropriate software effectively to a basic level.	✓		✓	
15	Work as an effective team member and independently according to the relevant circumstances.	✓			✓
16	Undertake administrative procedures as required in order to support the work of the teacher	✓		✓	
17	Prepare and display resources for teaching and learning activities.	✓			✓
18	Understand and comply with all school policies	✓			✓
	<b>Knowledge and Understanding: Able to evidence and apply up to date secure knowledge and understanding of:</b>	<b>E</b>	<b>D</b>	<b>A</b>	<b>I</b>
19	Relevant policies, codes of practice and legislation relating to Safeguarding and Health and Safety.	✓		✓	✓
20	Child development and learning processes	✓		✓	
21	Statutory frameworks relating to teaching such as EYFS and the National Curriculum	✓		✓	
	<b>Attitudes and Approaches The successful candidate will:</b>	<b>E</b>	<b>D</b>	<b>A</b>	<b>I</b>
22	Be able to respond sensitively to children, other staff, parents and the wider school community	✓			✓
23	Enjoy working with children	✓		✓	✓
24	Have genuine concern for the educational progress of children irrespective of their background or ethnicity	✓		✓	✓
25	Have high personal standards including attendance and reliability	✓			
26	Have excellent personal presentation and personal hygiene.	✓			✓
27	Deal and cope with change	✓			✓
28	Remain calm and professional at all times	✓			✓
29	Demonstrate a positive approach with enthusiasm and maintain appropriate professional boundaries in relationships with children.	✓			✓
30	Be committed to safeguarding and promoting the welfare of children and be successfully DBS cleared.	✓			✓
31	Ability to process personal and sensitive data in line with the General Data Protection regulations (GDPR) 2018.	✓			✓