

Person Specification Form

Post Title - Higher Level Teaching Assistant / Teaching Assistant Co-ordinator

Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)	To be identified by: (eg application form, interview, reference etc)
<p>Qualifications</p> <p>Recognised and relevant NVQ Level 3 qualification or equivalent. NVQ level 4 qualification or equivalent Level 2 or equivalent qualification in English/Literacy and Mathematics/Numeracy</p>	<p>E D E</p>	
<p>HLTA status</p>	<p>D</p>	
<p>Experience</p> <p>Experience of working with children Experience of working in a classroom environment Experience of Administrative work Experience of supporting pupils with challenging behaviour Staff management experience</p>	<p>E E D D/E D/E</p>	

<p>Knowledge/skills/abilities</p> <p>Ability to operate at a level of understanding and competence equivalent to NVQ Level 4 standard</p> <p>Ability to relate well to children</p> <p>Ability to work as part of a team</p> <p>Good communication skills</p> <p>Ability to relate well to parents/carers</p> <p>Ability to supervise and assist pupils</p> <p>Time management skills</p> <p>Organisational skills</p> <p>Knowledge of classroom roles and responsibilities</p> <p>Knowledge of the concept of confidentiality</p> <p>Administrative skills</p> <p>Knowledge of Foundation Stage/National curriculum</p> <p>Knowledge of numeracy and literacy strategies</p> <p>Ability to make effective use of ICT</p> <p>Ability to assess children's development</p> <p>Ability to plan and deliver work programmes</p> <p>Ability to organise, lead and motivate a team</p> <p>Flexible attitude to work</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	
<p>Other</p> <p>Commitment to undertake in –service development</p> <p>Commitment to safeguarding and protecting the welfare of children and young people</p> <p>Satisfactory attendance record/commitment to regular attendance at work</p>	<p>E</p> <p>E</p> <p>E</p>	
<p>Special Requirements</p>		