HIGHER LEVEL TEACHING ASSISTANT  Personal Attributes required  (on the basis of the job description)	Essential (E) or Desirable (D)	To be identified by: (e.g. application form, interview, reference etc)
Qualifications		
Recognised and relevant NVQ Level 3 qualification or equivalent.	D	А
NVQ level 4 qualification or equivalent Grade C or above GCSE (or equivalent) English/Literacy and Mathematics/Numeracy	D E	A A
HLTA status	D	A
Experience		
Experience of supporting young people with SEN Experience of delivering lessons/work programmes Experience of working in a classroom environment Experience of Administrative work, including the	E D E	A/I A/I A/I
recording of progress. Staff management and delegation experience.	D D	A/I A/I
Knowledge/skills/abilities		
Ability to operate at a level of understanding and competence equivalent to NVQ Level 4 standard	E	A/I
Ability to relate well to children and young adults	Е	A/I
Ability to work as part of a team	Е	A/I
Good communication skills (written and verbal)	Е	A/I
Ability to relate well to parents/carers	Е	A/I
Ability to supervise and assist pupils	Е	A/I
Good time management skills	Е	A/I
Organisational skills	Е	A/I
Knowledge of classroom roles and responsibilities	Е	A/I
Sound knowledge of behaviour and behaviour support strategies	_	A/I
Sound Knowledge of safeguarding policy and practice	E E	A/I
and the concept of confidentiality  Administrative skills	Е	A/I
		A/I
Knowledge of effective numeracy and literacy strategies for pupils with a wide range of SEND	Е	A/I
Ability to make effective use of ICT in learning	Е	A/I
Ability to assess pupil's development	E	A/I

Ability to plan, deliver, evaluate and assess work programmes for groups of pupils	E	A/I
Ability to organise, lead and motivate a team	Е	A/I
Flexible attitude to work	Е	A/I
Other		
Commitment to undertake in –service development	Е	A/I
Commitment to safeguarding and protecting the welfare of children and young people	E	A/I