

## Person Specification

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

Requirements	Essential (E) or Desirable (D)	To be identified by: Application form (A), interview (I), reference (R)
<b>Qualifications</b>		
Recognised and relevant NVQ Level 3 qualification or equivalent.	E	A
NVQ level 4 qualification or equivalent	D	A
Level 2 or equivalent qualification in English/Literacy and Mathematics/Numeracy	E	A
HLTA status	D	A
<b>Experience</b>		
Experience of working with children	E	A, I
Experience of working in a classroom environment	E	A, I
Experience of Administrative work	D	A, I
Experience of supporting pupils with challenging behaviour	D	A, I
Staff management experience	D	A, I
Forest School Qualification/Experience	D	A, I
<b>Knowledge/skills/abilities</b>		
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	E	A, I
Ability to work as part of a team	E	A, I
Good communication skills	E	A, I
Ability to relate well to parents/carers	E	A, I
Ability to supervise and assist pupils	E	A, I
Time management skills	E	A, I
Organisational skills	E	A, I
Knowledge of classroom roles and responsibilities	E	A, I
Knowledge of the concept of confidentiality	E	A, I
Administrative skills	D	A, I
Knowledge of Foundation Stage/National curriculum	D	A, I
Knowledge of numeracy and literacy strategies	E	A, I
Ability to make effective use of ICT	E	A, I
Ability to assess children's development	E	A, I
Ability to plan and deliver work programmes	E	A, I
Ability to organise, lead and motivate a team	E	A, I
Flexible attitude to work	E	A, I
First aid/Paediatric First Aid Certificate	D	A
Implementing and keeping policies and procedures for forest school updated	D	A, I

<p><b>Other</b></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>A</p> <p>A, I</p> <p>R</p>
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**Note: We will always consider your references before confirming a job offer in writing**

**Date created: 13/02/2023**