**Higher Level Teaching Assistant**

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| **Person Specification** | | | | |
| **Post title:** Higher Level Teaching Assistant | | **Grade: 7** | | |
| **Establishment or team:** | | | | |
| **Requirements**  **(based on the job description)** | **Essential**  **(E) or**  **desirable**  **(D)** | | | **To be identified by: application form (AF),**  **interview (I), Reference (R), test (T), or**  **other (give details)** |
| **Qualifications**  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  HLTA status | E  D  E  D | | | AF  AF  AF  AF |
| **Experience**  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 | E  E  D  E  E | | | AF/I  AF/I  AF/I  AF/I  AF/I |
| **Knowledge, skills and abilities**  Ability to operate at a level of understanding and competence equivalent to NVQ Level 4 standard  Ability to relate well to children  Ability to work as part of a team  Good communication skills  Ability to relate well to parents/carers  Ability to supervise and assist pupils  Time management skills  Organisational skills  Knowledge of classroom roles and responsibilities  Knowledge of the concept of confidentiality  Administrative skills | E  E  E  E  E  E  E  E  E  E  D | | | AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I |
| **Other**  Commitment to safeguarding and protecting the welfare of children and young people  Commitment to equality and diversity  Commitment to health and safety | E  E  E | | | I  I  I |
| **Note: We will always consider your references before confirming a job offer in writing.** | | | | |
| **Prepared by: RCAT HR Department** | | | **Date: Sept 2023** | |