# Person Specification

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

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| **Person specification form** |
| **Post title:** Higher Level Teaching Assistant  | **Grade:** 7 SP 19-25 |
| **Directorate:** Children and Young People | **Post number:** 198011 |
| **Establishment or team:** Preston Grange Primary School |
| **Requirements** | **Essential (E) or****Desirable (D)** | **To be identified by:****Application form (A), interview (I), reference (R)** |
| **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 | AAAA |
| **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 D D  | A, IA, IA, IA, IA, I |
| **Knowledge/skills/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 Knowledge of Foundation Stage/National curriculum Knowledge of numeracy and literacy strategies Ability to make effective use of ICT Ability to assess children’s development Ability to plan and deliver work programmes Ability to organise, lead and motivate a team Flexible attitude to work First aid/Paediatric First Aid Certificate |   E E E E E E E E E E D D E E E E E ED  |  A, I  A, I A, IA, IA, IA, IA, IA, IA, IA, IA, IA, IA, IA, IA, IA, IA, IA, IA |
| **Other** Commitment to undertake in–service development Commitment to safeguarding and protecting the welfare of children and young people Satisfactory attendance record/commitment to regular attendance at work |  E E E  |  AA, IR |
| **Note: We will always consider your references before confirming a job offer in writing** |

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