# 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 | A  A  A  A |
| **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, I  A, I  A, I  A, I  A, 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  E  D | A, I    A, I  A, I  A, I  A, I  A, I  A, I  A, I  A, I  A, I  A, I  A, I  A, I  A, I  A, I  A, I  A, I  A, I  A |
| **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 | A  A, I  R |
| **Note: We will always consider your references before confirming a job offer in writing** | | |

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