St Mary’s Church of England (VC) Junior School

‘Care. Believe. Succeed’.

**Person Specification - Higher Level Teaching Assistant**

**Below is the list of essential and desirable attributes that our successful candidate will have demonstrated. All attributes coded with A should be referenced as part of the application process and will be exemplified further at interview (I) and through tasks at interview (T). References (R) will be called ahead of the interview days and referees will be asked to comment on these areas.**

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| **Attribute** | **Requirement** | **Source of Evidence** |
| **Education and Qualifications** | | |
| Maths and Literacy (Grades A – C) at GCSE Level | Essential | A |
| Level 3 Teaching Assistant Qualification | Desirable | A |
| HLTA accreditation | Desirable | A |
| The theory and practice providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies) | Desirable | A, I, T |
| Evidence of further studies and training | Desirable | A |
| **Experience** | | |
| Minimum of 4 years working in EYFS, KS1 or KS2 | Essential | A, R |
| Previous experience as a Higher Level Teaching Assistant | Desirable | A, I |
| Working with children who have special educational needs/EAL | Essential | A, I, T,R |
| Teaching individuals, groups and whole classes | Essential | A, I, T, R |
| The statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEND and Child Protection. | Essential | A, I, R |
| Training or expertise in a relevant curriculum or other learning area (e.g. ICT, maths, literacy, outdoor learning) | Desirable | A, I |
| Work with outside agencies to support children | Desirable | A, I |
| **Skills and Abilities** | | |
| Ability to promote the school’s aims positively | Essential | A, I, R |
| Have effective oral and written communication skills | Essential | A, I, T, R |
| Form effective professional relationships including team working | Essential | A, I, T, R |
| Have good organisational and time management skills | Essential | A, I, T, R |
| Have sound ICT skills | Essential | A, I |
| Ability to plan effective activities for all pupils including those who are at risk of ‘falling behind’ | Essential | A, I, T, R |
| Have a growth mind-set to develop own knowledge and skills through evaluating personal needs | Essential | A, I, R |
| Ability to work independently | Essential | A, I, T, R |
| Remain calm under pressure and be able to adapt to change quickly | Essential | A, I, T |
| Use coaching and mentoring skills with adults and pupils | Desirable | A, I |
| **Knowledge** | | |
| Relevant policies, codes of practice and legislation including safeguarding | Essential | A, I, R |
| National curriculum expectations particularly in maths and literacy for KS1 and KS2 | Essential | A, T, I, R |
| The monitoring, assessment recording and reporting of pupils’ progress | Desirable | A, I, R |
| First Aid | Desirable | A, I |
| Multi agency working | Desirable | A, I |
| Knowledge of the STEPS behaviour strategies and policy | Desirable | A, I |
| **Personal Attributes** | | |
| A passion for learning and enhancing children’s life chances | Essential | A, I, R |
| Able to deal with sensitive issues in a professional manner | Essential | A, I, R, T |
| Has high standards for self and others | Essential | A, I, R |
| Energy and enthusiasm | Essential | I, R |
| Be adaptable to changing circumstances in a positive and creative manner | Essential | A, I, R |
| Commitment to engage positively with difficult to reach children and families | Essential | I, R |
| Integrity and loyalty | Essential | A, I, R |
| The ability to retain a sense of humour and positive outlook in challenging circumstances | Essential | I, R |

Whilst every effort has been made to explain the accountabilities and responsibilities for this post, each individual task may not be identified. This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the post which are proportionate with the salary and job title.