

Higher Level Teaching Assistant (June 2025)

Personal Specification	
Qualification and Experience	<p>Essential</p> <ul style="list-style-type: none"> • Achievement of the Professional Standards for Higher Level Teaching Assistants or equivalent BLAST in house training. • Qualifications or equivalent in English and Maths to at least GCSE Grade 4 (previously Grade C) or Level 2 of the National Qualifications Framework. • Knowledge of the statutory framework relevant to the HLTA role. <p>Desirable:</p> <ul style="list-style-type: none"> • Additional qualifications or relevant training related to working with children and young people.
Experience	<p>Essential:</p> <ul style="list-style-type: none"> • Ability to contribute effectively to teachers' planning and preparation of lessons. • Experience of working as a TA or equivalent experience of working with children or young people. • Experience in delivering and supporting in a variety of curriculum subjects • Experience of covering whole classes <p>Desirable:</p> <ul style="list-style-type: none"> • Experience of dealing with parents/carers and professionals.
Professional Competencies	<ul style="list-style-type: none"> • Extensive experience of working with young people in a learning environment • Full working knowledge of relevant policies/codes of practice/legislation and working knowledge and experience of implementing the national curriculum • An understanding of child development and learning processes and familiarity with relevant statutory frameworks. • Able to use ICT and administrative systems to effectively support learning and perform a range of administrative tasks, including use of photocopiers, interactive whiteboards etc. • Able to relate to and communicate well with children and adults, motivate pupils to learn, clarify and explain instructions to pupils and respond sensitively and flexibly to competing demands. • Able to work constructively individually and as part of a team, understand classroom roles and responsibilities and work effectively with teaching staff. • Able to deliver educational work to groups/classes of pupils. • Able to select, prepare and display a variety of relevant resources from teaching and learning activities. • Able to work with pupils within an agreed behaviour management policy.
Skills and knowledge	<p>Essential</p> <ul style="list-style-type: none"> • Good literacy and numeracy skills • Good organisational skills and able to assist with the organisation of the learning environment • Ability to build effective working relationships with pupils and adults demonstrating sensitivity and understanding • Skills and expertise in understanding and adapting support to meet the individual needs of all pupils • Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils • Excellent verbal communication and active listening skills • The ability to remain calm in stressful situations • Knowledge of guidance and requirements around safeguarding children • Good ICT skills, particularly using ICT to support learning • Understanding of roles and responsibilities within the classroom and whole school context

	<ul style="list-style-type: none"> • Understanding of effective teaching methods • Knowledge of how to successfully lead learning activities for a group or class of children • Knowledge of how statutory and non-statutory frameworks for the school curriculum relate to the age and ability ranges of the learners they support • Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice • Able to communicate effectively in English. • Able to follow instructions and undertake routine tasks under the direction of the teacher. • Able to maintain records. • Able to clarify and explain instructions to pupils. • Able to work with pupils within the school behaviour management policy. • Ability to cover teacher absence when required. • Able to prepare materials and display • Enjoyment of working with children • A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school • Commitment to maintaining confidentiality at all times • Commitment to safeguarding pupil's wellbeing and equality • Resilient, positive, forward looking and enthusiastic about making a difference • Capacity to inspire, motivate and challenge children and young people • Able to assist with personal care
Training and Development	<ul style="list-style-type: none"> • The post holder will be expected to take part in school development activities and training in connection with this role • Commitment to continuing professional development • Able to manage CPD and staff appraisal and share knowledge with other staff and support and encourage their development
Professional Values and Practice	<ul style="list-style-type: none"> • Have a flexible and adaptable approach to work, be willing to go the extra mile to get the job done for the benefit of our pupils, our colleagues and for yourself. • Have a happy and positive attitude to the work you undertake. • Be emotionally resilient and respond to situations in a calm, professional manner at all times, especially when faced with a complaint • Be collaborative, working in partnership with colleagues. • The capacity and enthusiasm to learn, be self-motivated, reflective, creative and innovative in order to continuously improve. • To have a strong awareness of professionalism and respect for confidentiality. • At all times model good relationships, attitudes, behaviour. • To be able to self-evaluate your own performance, keep own knowledge and skills up to date, and participate in relevant training and CPD opportunities as required. • Willingness to attend occasional meetings outside of normal hours. • Understand and respect social, cultural, linguistic, religious and ethnic backgrounds.
Summative Agreement	
Confidentiality Code of conduct Safeguarding Health and Safety Induction	<ul style="list-style-type: none"> • I will treat all information about children, families and staff discreetly with regard to confidentiality and data protection, and will report all concerns to the appropriate person(s). • I will adhere to the Trust's code of conduct and all other school policies. • I will comply with all Trust policies and procedures related to equality, safeguarding, and e-safety and will report any concerns to the appropriate person(s). • I agree to take care of my own and other's safety at all times and to carry out my duties in accordance with the Trust's Health and Safety policy and procedures.

	<ul style="list-style-type: none"> On joining the Trust, I agree to attend Induction sessions and complete all related tasks as required.
<p><i>This person specification is provided to assist staff to understand and appreciate the work content of their post and the role they are to play in school. It does not comprise a full and comprehensive list of all the tasks that the post holder will undertake in fulfilling their responsibilities, and may also be subject to amendment or modification at any time in consultation with the post holder.</i></p> <p>Agreed by post holder _____ Date _____</p>	
<p>Date of this review: June 2025</p>	<p>Date of next review: June 2027</p>