



## **Higher Level Teaching Assistant Level 2 Model Person Specification**

### **Experience**

- A minimum of 2 yrs experience of working in school within Early Years and KS1
- Experience of working with Primary children
- Demonstrable experience of working with or caring with children of relevant age.
- General understanding of School policies and procedures relating to health and safety, behaviour, attendance, equal opportunities, and child protection.
- General understanding of national/foundation stage curriculum and other basic learning programmes/strategies.
- Basic understanding of child development and learning.

### **Qualifications / Training**

- HLTA qualification.
- Grade A-C in English and Maths or equivalent.
- Required to do any training relevant to the post

### **Practical Skills**

- A basic knowledge of first aid.
- Ability to use relevant technology e.g. computer/keyboard/photocopier/video.
- Demonstrate good numerical and verbal reasoning skills and literacy skills e.g. by qualification or testing with the ability to produce documentation to a good standard.
- Ability to use relevant technology and able to demonstrate knowledge and use a wide range of ICT systems and solutions.

### **Personal Qualities and Attributes**

- A knowledge of Equality and Diversity issues.
- Able to work constructively as part of a team with an understanding of classroom roles and responsibilities and own position within these.
- Ability to relate well to children and adults.

- To comply with the Schools commitment to the protection and safeguarding of children.
- Ability to work when the school is open (term time working)
- Willingness to work flexibly to meet the requirements of the post
- Ability and willingness to undertake occasional work outside of school hours as required work

### **Special Knowledge**

- An understanding of child development and appropriate levels of childcare and KCSIE
- An awareness and understanding of the Phonics and Early Reading Development.
- An awareness and understanding of parental involvement in raising pupil achievement

### **Disposition**

- Able to work with parents/carers and children in supportive, non-judgemental manner
- To be reliable, organised, able to work effectively and innovatively
- Flexible approach to working
- Ability to maintain accurate records
- To always maintain confidentiality
- Ability to work on own initiative