Person Specification Form

Higher Level Teaching Assistant

Personal Attributes required (on the basis of the job description)	Essential (E) Or Desirable (D)	To be identified in: application - A, interview - I, reference - R
Qualifications		
HLTA status (or willing to undertake)	D	A
NVQ level 3 qualification or equivalent	E	A
NVQ level 2 or equivalent qualification in English/Literacy and Mathematics/numeracy	E	A
Experience		
Experience of working with children with SEND	E	A / I
Experience of working in a classroom environment	E	A / I
Experience of administrative work	D	A / I
Experience of supporting pupils with challenging behaviour	E	A / I
Experience and knowledge of working with children with autism, neurodiversity	E	A/ I/ R
Experience of delivering training for parents/ carers/ staff etc.	D	A / I / R
Experience of leading small group interventions	E	A / I
Experience of planning and leading sessions within a school curriculum	E	A / I
Experience of an awareness of a range of strategies e.g. sensory diets, visual timetables.	E	A / I / R
Knowledge/skills/abilities		
Ability to operate at a level of understanding & competence equivalent to NVQ Lev 3 standard	E	A / R
Ability to relate well to children	E	A / I / R
Ability to work as part of a team	E	A / I / R
Good communication & interpersonal skills	E	A / I / R
Ability to relate well to parents/carers	E	A / I / R
Ability to supervise and assist pupils	E	A / I / R
Time management skills	E	A / I / R
Organisational skills	E	A / I / R
Knowledge of classroom roles and responsibilities	E	A / I / R
Knowledge of the concept of confidentiality	E	A / I / R
Administrative skills e.g. able to use MS Office etc.	E	A / I / R
Ability to assess children's development	E	A / I
Ability to plan and deliver work programmes	E	A / I
Ability to make effective use of ICT	E	A / I / R
Flexible attitude to work in responding to changing priorities	E	A / I / R

Other		
Commitment to undertake in –service development	E	A / I
Keep up to date with training, national initiatives and innovative practices	E	A / I
Special Requirements		
CYGNET course trainer	D	A / I / R