|  |  |  |  |
| --- | --- | --- | --- |
| Higher Level Teaching Assistant (Primary) – Person Specification | | | |
| Attributes | Essential | **Desirable** | Evidence |
| Education, Training and Qualifications | * Successful completion of HLTA training, or commitment to achieve this status within 18 months of appointment * GCSE 5A\* to C including English and Mathematics or equivalent, or commitment to achieve these qualifications within 18 months of appointment | * Level 3 qualifications in National Curriculum subjects | Application form and letter |
| Experience | * Minimum of 2 years’ experience of working in an educational setting * Experience of being a Teaching Assistant in Key Stage 2 * Experience and knowledge of various ICT packages, such as Outlook and Microsoft Office | * Working in an industry which is “people focussed” | Application form, letter |
| Skills and Abilities | * Anticipate problems, develop creative solutions * Set and achieve ambitious, challenging goals and targets for self * Listen to and reflect on feedback from others * High level of oral, written, number and ICT skills * Excellent personal presentation * Able to build and maintain positive relationships with individuals and groups * Prioritise, plan and organise self * Ability to plan and develop systems * Ability to play a musical instrument | * Use of SIMS or equivalent | Letter  Interview |
| Motivation and Personality | * Commitment to working in an ‘all through’ environment * Commitment to inclusion * Ambitious for career development * Team player * Positive attitude * Relentless optimism * Genuine concern for the welfare of others |  | Letter  Interview |
| Personal | * Able to work under pressure and manage own stress * Willing to accept the demands and challenges of the post and respond in a flexible manner |  | Interview |