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| 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
 | LetterInterview  |
| 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
 |  | LetterInterview |
| 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 |