

**Ursula Taylor Church of England School**

**Person Specification: Higher Level Teaching Assistant – Inclusion**

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| Attributes | Essential | Desirable | Evidenced by |
| **Education / Qualifications** | Satisfactory completion of HLTA training (or a Level 4 equivalent relevant to Teaching and Learning).  GCSE English and Maths (Grades A\*-C) or equivalent. | First Aid Qualification  Administering Medication Qualification | Application Form  Certificates / Qualifications |
| **Experience** | Minimum of 3 years’ experience as a Teaching Assistant, within the last 5 years.  Experience of supervising others. | Previous experience as a HLTA | Application Form  References  Interview |
| **Skills / Knowledge / Aptitude** | Understanding of strategies for teaching and learning.  Understanding of the National Curriculum.  Knowledge of how ICT is used to support pupil’s learning and ability to use ICT effectively in a classroom setting.  Ability to undertake a range of teaching activities with confidence, working effectively with individual pupils, groups and whole classes.  Ability to contribute to planning and preparation of lessons and teaching materials.  Ability to contribute to assessment and monitoring of pupil progress.  Good communication and interpersonal skills  Good organisational and time management skills.  Ability to work collaboratively with teachers and others.  Ability to supervise others effectively, as required  Ability to take responsibility and work with autonomy within set boundaries |  | Application Form  References  Interview |
| **Motivation** | Willingness to undertake further professional training, as appropriate  Commitment to raising standards  Commitment to equality principles |  | Application Form  References  Interview |
| **Physical** | Ability to meet physical needs of pupils. |  | Application Form  References  Interview |
| **Other** | Willingness to undertake First Aid Training (If not already qualified and up to date)  Must demonstrate the ability to speak fluent English at a level appropriate to be able to carry out the duties of the post. |  | Application Form  References  Interview |

Person Specification HLTA – Inclusion. October 2018