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| **Person Specification for the Post of**  **Higher Level Teaching Assistant** | | |
| **Knowledge** | 1. Knowledge or working practice in the education sector and/or schools/academies. | Desirable |
| **Qualifications & Experience** | 1. Secondary school Teaching Assistant experience. 2. Experience of working with challenging students. 3. Experience of working with outside agencies and professionals. | Desirable  Desirable  Desirable |
| **Skills & Abilities** | 1. Ability to accept guidance and direction from teachers. 2. Ability to distinguish between the roles and responsibilities of the Teaching Assistant/HLTA/SENDCo and the Class Teacher. 3. Ability to keep written records and support the development of pupil’s literacy and numeracy skills with confidence. 4. An understanding of the necessity to maintain strict confidentiality. 5. A mature, sensitive approach. | Essential  Essential  Essential  Essential  Essential |
| **Engaging with Others** | 1. Excellent interpersonal and communication skills (both oral and written) 2. Ability to communicate effectively with individuals and groups of students, teachers and other members of staff, parents and professionals. 3. Ability to work as part of a team. 4. Ability to deal with parents sympathetically. | Essential  Essential  Essential  Essential |
| **Valuing Diversity** | 1. Experience, or empathy with, working in a multicultural environment. | Essential |
| **Learning Effectively** | 1. IT literate and willing to undertake further training as required. 2. Willingness to undertake professional development in the context of rapid development in the use of information technology. | Essential  Essential |

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| **Other** | 1. A willingness to undertake paid training to develop job-related skills 2. Ability to be flexible in relation to working hours, as required. 3. A commitment to inclusive education. | Essential  Essential  Essential  Essential |