

Person Specification
Higher Level Teaching Assistant (HLTA)

Section	Information	Essential/ Desirable	How Identified
Education & Training			
Formal qualifications & relevant training	Higher Level Teaching Assistant status OR willingness working towards this. (Level 4)	E	Application form
	Level 2 Numeracy/ Literacy OR willingness to work towards	E	
	Training in relevant learning strategies e.g. literacy	E	
	Management qualification e.g. Level 3 ILM Certificate in First Line Management OR	D	
	Level 4 ILM Endorsed Certificate (Skills for Middle Leaders)	D	
	Specialist Skills/ Training in Curriculum or Learning area e.g. Bilingual, sign language, I.C.T.)	D	
Experience			
Ability to undertake duties of the post	Previous experience of working with children of the relevant age range in a learning environment	E	Application form, interview
Knowledge			
Includes abilities	Full working knowledge of relevant policies/codes of practice legislation.	E	Application form, interview
	Working knowledge and experience of implementing national/ foundation stage curriculum and other relevant learning programmes/strategies .	E	
	Constantly improve own practice/ knowledge through self-evaluation and learning from others.	E	
	Good understanding of child development and learning processes	E	
	Understanding of statutory frameworks relating to teaching	E	
	Appropriate knowledge in First Aid	E	



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Physical Skills			
	Effectively use ICT to support learning	E	Application form, interview
Suitability to work with children and young people			
Issues relating to safeguarding and promoting the welfare of children and young people	Satisfactory DBS disclosure and standard Trust pre-employment checks	E	DBS Disclosure Interview References
Additional Requirements			
	Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Trust	E	Interview
	Committed to professional development in connection with the post	E	
	Work in accordance with the Trust's core values and behaviours	E	
	Travel in connection with the post	E	
	A commitment to equality/diversity in the workplace and the wider educational community	E	
	A commitment to safeguarding and promoting welfare for all	E	