

Wincanton Primary School
Person Specification
Higher Level Teaching Assistant



The person specification sets out the criteria to be used in determining whether an individual is likely to be able to undertake the duties in the job description.

EDUCATION & EXPERIENCE
1. HLTA standard is required, or proven HLTA accreditation from Headteacher. 2. Hold relevant qualifications at a level equivalent to at least NVQ Level 3. 3. Demonstrable levels of numeracy and literacy equivalent to GCSE (A-C). 4. Attend induction training; NLS, NNS, ALS, ELS, FLS training as appropriate and training relevant to the post including behaviour management and Child Protection training. 5. Training in relevant learning strategies e.g. literacy. 6. A minimum of two years' experience of working with children (either paid or unpaid capacity) preferably in an education setting. 7. Evidence of specialism in specific curriculum areas or areas of particular learning difficulty. 8. Experience of teaching whole classes.
KNOWLEDGE & UNDERSTANDING
9. Knowledge of the requirements of the national literacy and numeracy strategies. 10. Knowledge and understanding of the National Curriculum including the literacy and numeracy strategies. 11. Understanding of behaviour management strategies. 12. Knowledge and understanding of safeguarding practices. 13. Understanding of First Aid procedures.
SKILLS
14. Effective oral and written communication skills.

15. Excellent interpersonal skills both in working relationship with young pupils and in forming effective professional relationships with a wide range of contacts.
16. Good organisational and time management skills.
17. Sound IT skills to support learning and maintain electronic information systems.

ABILITIES

18. Able to form and maintain appropriate professional relationships and boundaries with children and young people.
19. Ability to organise, lead and motivate a team.
20. Ability and willingness to work constructively as part of a team.
21. Ability to supervise pupils effectively both in and out of school in line with the school's behaviour policy.
22. Ability to organise the classroom activities e.g. preparing and setting out resources.
23. Ability to organise the classroom activities e.g. preparing and setting out resources and implementing strategies for T&L.
24. Ability to deal with sensitive information in a confidential manner.
25. Ability to help children and young people to transfer their learning to other parts of their lives.
26. Ability to provide a good role model to young pupils.
27. Ability to work in partnership with parents and teachers.
28. Ability to use own initiative and work flexibly.

OTHER

29. Willingness to attend school training sessions.
30. Empathy with young people facing barriers to their learning.
31. A commitment to helping young pupils achieve, through education and learning.
32. An understanding of and a genuine commitment to Equal Opportunities.

Wincanton Primary School is committed to safeguarding and promoting the welfare and safety of children and young people and expects staff to share this commitment.