



PERSON SPECIFICATION

Job Title : Higher Level Teaching Assistant

Directorate: Children's Services

Department: Island Learning Centre

Section : KS 1 - 4

Grade: 8

Prepared by : Lorraine Bower /Jackie Boxx

Date: July 2020

= Essential D = Desirable T = Training		SOURCE OF EVIDENCE – APPLICATION FORM =A TEST = T INTERVIEW = I	
1. Experience, direct work experience, other relevant experience		W = 4	
E	Considerable experience of working with children who have challenging behaviour and emotional vulnerabilities		AI
E	Experience of planning, assessing and delivering a curriculum area		AI
D	Experience of working with a range of agencies and services		AI
E	Knowledge of safeguarding & promoting the welfare of children & young people		AI
2. Knowledge, without which the job cannot be done effectively		W = 4	
D	Full working knowledge of Policies and Practices of Schools		AI
E	Full working knowledge of the National Curriculum		AI
E	Experience or knowledge of a range of behaviour management strategies		AI
E	Empathy and understanding of children and families experiencing difficulties		AI
E	Child Development and behaviour		AI
D	Clear understanding of health and safety, safeguarding and data protection guidelines and procedures		AI
D	Understanding of the statutory frameworks relating to teaching		AI
E	Understanding local offers and opportunities for young people and their families		AI
3. Skills & Abilities, Essential/capable of doing, Desirable/able to train		W = 3	
E	Able to work co-operatively and collaboratively within a multi disciplinary team		AI
E	Ability to work creatively to ensure students at The ILC are exposed to the best possible opportunities		
E	Excellent communication skills orally and in writing		AI
E	Good time management skill: ability to prioritise work and meet deadlines		AI
D	Ability to share good practise through delivery of training within the staff team		AI
E	Ability to effectively use a variety of ICT packages word, excel and outlook and school learning packages.		AI



4. Qualifications, Training & Experience, also identify training to be given		W = 3	
E	HLTA/NVQ Level 4 or equivalent in relevant subject.		A
E	English and Maths GCSE, Grade C or above or equivalent		A
D	Emotional Literacy/Therapeutic Intervention accreditation		I
D	Accreditation in literacy and numeracy interventions		A
5. Personality, Social Skills, relationships, thinking style, disposition		W = 4	
E	Emotionally aware, approachable and a positive disposition		I
E	Resilient, pro-active and self-motivated		AI
E	Excellent interpersonal and team skills		I
E	Ability to establish and maintain effective relationships with a wide range of people		I
E	Flexible and able to adapt to change		AI
6. Other Factors, physical, mobility, availability, conditions etc.		W=3	
E	Driving License (full)		I
E	Own Transport for which casual user allowance will be paid		A
E	Holder of mini bus driving permit /willing to undertake training		I
Contra Indications, if any			
E	Willing and able to cover other lessons, within centre, as required		AI
E	Willing and able to support off-site provision.		AI