



Person Specification: High Level Teaching Assistant (HLTA)

Factor	Essential	Desirable
Qualifications / Training	<p>Minimum of a Pass at GCSE in English and maths, or equivalent</p> <p>HLTA qualification or equivalent studies or willingness to complete this within 1 year</p> <p>The willingness to undertake further training and to be committed to Continuing Professional Development</p>	<p>Level 3 qualifications</p> <p>HLTA qualification or equivalent</p> <p>A-levels or higher qualification</p> <p>Degree in an appropriate subject</p> <p>Evidence of specialism in specific curriculum areas or areas of particular learning difficulty</p>
Experience	<p>Has experience of working with pupils with SEND</p> <p>Appropriate experience of teaching/assessing children in an education setting</p> <p>Willingness to take an active role in curriculum planning and ability to adapt the curriculum to meet individual needs</p> <p>Have experience of maintaining discipline and managing the behaviour of pupils</p> <p>Able to ensure a positive environment</p> <p>Experience of providing 1:1 teaching and running support intervention sessions</p> <p>To fully understand issues associated with safeguarding children</p>	<p>Experience of working with /supporting children from Reception to Year 14</p> <p>Experience of working in the field of Behaviour Management</p> <p>Understand range of support services/providers</p> <p>An understanding of Curriculum planning for all phases of the school</p> <p>Experience of managing a team of people and leading meetings</p> <p>Have experience of marking completed work, producing reports on performance, accreditation, behaviour and attainment, and monitored student progress</p> <p>Designed and delivered staff training</p> <p>Experience of providing personal care</p>
Skills and Knowledge	<p>Good IT skills to support learning and maintain electronic information systems</p> <p>Good written and verbal communication skills: able to communicate effectively and clearly with a range of staff, pupils and parents</p> <p>Have the ability to work as part of a team, lead others and work independently using own initiative.</p>	<p>Experience of work experience, agency support procedures</p> <p>Practical knowledge of Alternative Communication systems e.g. PECS, British Sign Language</p>



HELTWATE SCHOOL

Safeguarding Children and Young People

Heltwate School is committed to safeguarding and promoting the welfare of the children and young people in its care and expects all staff and volunteers to share this commitment and adhere to the school's safeguarding policy and procedures.

Factor	Essential	Desirable
Personal Attributes	<p>Demonstrable interpersonal skills</p> <p>Ability to work successfully in a team</p> <p>Able to exercise judgement.</p> <p>Motivated approach to duties</p> <p>To be committed to the school's policies and ethos</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</p> <p>Emotional resilience</p> <p>Strong organisational skills</p> <p>The ability to liaise positively with parents/carers</p> <p>Ability to respond flexibly to school's challenging population and the needs of the pupils on a daily basis</p> <p>Be able to deal with difficult emotionally charged situations</p> <p>A sense of humour</p> <p>Patience when dealing with young people</p> <p>Excellent attendance and punctuality record</p> <p>Ability to deal with sensitive information in a confidential manner</p>	<p>The ability to promote Heltwate school in the local community</p>