

Person Specification

Higher Level Teaching Assistant (Level 4) Grade 7 SCP 12-17

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ➤ Higher Level Teaching Assistant (HLTA) status ➤ Teaching Assistant NVQ Level 4 or have completed training of a similar standard (including NNEB or a certificate in Literacy & Numeracy for Support Assistants) 	<ul style="list-style-type: none"> ➤ First Aid qualification ➤ Teaching Assistant Induction Training
Work or relevant experience	<ul style="list-style-type: none"> ➤ Recent experience working in an educational setting ➤ Experience of classroom administration support ➤ Ability to plan and organise effectively ➤ Ability to work with small groups or an individual pupil ➤ Ability to supervise whole classes 	
Knowledge and understanding	<ul style="list-style-type: none"> ➤ An in-depth and detailed knowledge of school based education including child development ➤ National learning strategies including Literacy and Numeracy ➤ Non-school based support agencies 	

Skills and Abilities (relevant to post)	<ul style="list-style-type: none"> ➤ Good communication skills and ability to relate well to children, staff and parents ➤ Evidence of working well as part of a team ➤ ICT and the willingness to update skills and undertake further training ➤ Ability to plan, prepare and deliver learning activities to groups and whole classes ➤ Management skills ➤ Ability to train, supervise and develop other staff ➤ Sufficiently fluent in spoken English to ensure effective performance in the role 	<ul style="list-style-type: none"> ➤ Specialist skills, training or experience e.g. Art, Music, ICT, display etc.
Personal Qualities	<ul style="list-style-type: none"> ➤ Ability to bring to the role, initiative, enthusiasm and commitment ➤ Flexibility and reliability ➤ Willingness to develop skills with further training 	
Special Conditions	<ul style="list-style-type: none"> ➤ Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check 	