



PERSON SPECIFICATION

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| Job Title : Higher Level Teaching Assistant | | |
| Directorate: Children's Services | | |
| Department: Island Learning Centre | | Section : KS 3 - 4 |
| Grade: 8 | | |
| Prepared by : Headteacher | | Date: March 2024 |
| = 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 |



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| 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 |