

Balby Central Primary Academy
Higher Level Teaching Assistant Person Specification

	Essential Criteria	Desirable Criteria	Method of Assessment/Source of Information
Education and Qualifications			
GCSE English and Maths Grade A – C or Grade 4 - 9	Yes		Application Certificate
NVQ Level 3 Higher diploma in a relevant child development qualification	Yes		Application Certificate
Has met all the professional standards for HLTA		Yes	Application Certificate
Valid First Aid Certificate		Yes	Application Certificate
Willingness to attend appropriate training courses to fulfil the functions of the job		Yes	Application Interview
Experience			
Experience working in a primary school with children	Yes		Application Reference Interview
Previous experience as a classroom support assistant	Yes		Application Reference Interview
Experience of working as part of a team	Yes		Application Reference Interview
Experience of working with children with additional needs		Yes	Application Interview
Experience of liaising with external agencies/other professionals		Yes	Application Interview
Experience of behaviour management in an educational setting	Yes		Application Reference Interview
Knowledge, Skills and Abilities			
Excellent communication skills, written and verbal	Yes		Application Interview
Commitment to welfare and safeguarding of pupils	Yes		Application Reference
A willingness to develop a range of approaches to assist in engaging with pupils and to encourage them to engage with the learning process	Yes		Application Reference Interview
Ability to reflect, analyse and act both independently and collaboratively	Yes		Application Reference Interview
An ability to engage with challenging pupils without confrontation	Yes		Application Reference Interview

A commitment to inclusion, equal opportunities and fairness	Yes		Application Reference Interview
An ability to work on own initiative	Yes		Application Reference Interview
An understanding of child protection, confidentiality and health and safety procedures	Yes		Application Reference Interview
Other Requirements			
Willing to work negotiated flexible hours as appropriate	Yes		Application Reference Interview
A good attendance and punctuality record	Yes		Application Reference