Higher Level Teaching Assistant

Grade & Structure Information

Job Family Code	**6CLES**	**Role Title**	**Higher Level Teaching Assistant**
Grade	**PS6**	**Reports to (role title)**	**Headteacher, Deputy Headteacher, SENCO**

Person Specification

Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	• Minimum 5 GCSEs at Grade C or above (including English & Maths), or equivalent, or able to evidence ability at an equivalent level. • Understanding of Health and Safety requirements. • Understanding of relevant regulations, processes and procedures and issues relating to the service user group. • Good written and oral communication skills with the ability to build sound relationships with customers. • Require a technical/professional qualification related to the role. e.g. HLTA status, NNEB, or other relevant qualifications at level 2 or 3. • Competent in a range of IT tools. • Ability to work with others to improve customer service. • Good administrative, analytical and organisational skills. • Able to prioritise and plan own workload in the context of conflicting priorities and work on own initiative. • Ability to guide and support less experienced or more junior colleagues. • Typically previous relevant work experience in a similar service environment. • Some roles may require work out of office hours and physical effort.
Details of the specific qualifications and/or experience if required for the role in line with the above description	• Relevant experience of working with children of primary school age • Ability to motivate children, using positive behaviour management strategies with individuals and groups • Ability and willingness to carry out first aid • Understanding of legislation/safeguarding and an expectation to commit to promote the welfare of all pupils within the school • Satisfactory enhanced DBS clearance is required