

Milverton Community Primary and Pre-school

Higher Level Teaching Assistant (HLTA)

Job Description & Person Specification



Category	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Good standard of literacy and numeracy• GCSE English and Maths• A commitment to further professional development	<ul style="list-style-type: none">• Training and knowledge of child development• Training and knowledge of Child Protection and Safeguarding• Higher Level Teaching Standards qualification or equivalent• First Aid Qualification• Forest School experience
Knowledge, Skills and Experience	<ul style="list-style-type: none">• Teaching Assistant in a Primary setting• Delivery of bespoke learning through a range of approaches, supporting learning through an individualised curriculum under the direction of the class teacher• Understanding of how to assist pupils to access a broader curriculum through adaptive teaching such as how to break down tasks into manageable breaks• Ability to lead interventions for individuals or small groups• Have the knowledge and understanding to ensure children make good progress, including those with special educational needs.• Ability to communicate effectively and explain instructions and activities• Flexible approach in the learning environment• Understand and comply with the need for confidentiality• Effective organisational skills• Ability to utilise IT including Microsoft Suite	<ul style="list-style-type: none">• Recent experience of working in a primary education setting• Experience of delivering interventions• Ability to analyse data and information• Training and qualifications for evidence-based interventions• Experience of leading whole class teaching as an HLTA• Experience of supporting children with SEND• Experience of undertaking cover in absence of teacher and cover for planned PPA time• Planning agreed lessons and prepare resources with full guidance and support of the class teacher• Mark and ensure accurate recording of pupil achievement and progress

	<ul style="list-style-type: none"> • Able to manage time effectively and have a good attendance record • Background knowledge of the National Curriculum and general school procedures and policies 	
Interpersonal and Communication Skills	<ul style="list-style-type: none"> • Establish constructive working relationships with pupils, setting high expectations and acting as a positive role model to foster enjoyment, enthusiasm and independence in learning • Promote inclusion and contribute to the development of confident and caring pupils who show a sense of responsibility and pride in themselves and the school • Ability to communicate clearly and effectively with pupils and staff • To encourage pupils to interact and work co-operatively with others and promote independence, confidence and self esteem • Demonstrate consistent high standards of personal and professional conduct, acting within statutory frameworks which set out professional duties and responsibilities and make a positive contribution to the wider life and ethos of the school 	