

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 	