



ROTHERHAM METROPOLITAN BOROUGH COUNCIL

Person Specification

Post: Higher Level Teaching Assistant – SCP 19

Service: Sitwell Infant School

Personal Skills Characteristics	Essential	Desirable	Method of Assessment (List Code Below)	Shortlisting Criteria
1. <u>Experience</u>				
a) Experience working in a school environment or other educational setting	✓		AF/I	✓
b) Experience working with children/young people	✓		AF/I	✓
c) Experience planning and delivering learning activities	✓		AF/I/R	
2. <u>Qualifications and Training</u>				
(a) GCSE passes in Maths and English Grade C or above or equivalent qualifications or experience	✓		AF/CQ	✓
(b) HLTA Status or equivalent qualification or experience	✓		AF/CQ	✓
(c) Current First Aid training		✓	AF/CQ	
3. <u>Special Skills knowledge</u>				
a) Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils	✓		AF/I	✓
b) Basic understanding of children's individual needs and how to adapt and deliver support to meet needs	✓		AF/I	✓
c) Awareness of policies and procedures relating to child protection, health & safety, security, confidentiality and data protection	✓		AF/I	
d) Basic knowledge and understanding of Health & Safety issues, and ability to identify risks within personal sphere of work	✓		AF/I	✓
e) Ability to make simple decisions, in line with agreed procedure/policies e.g. prioritisation of work, appropriate release of sensitive information	✓		AF/I	
f) Ability to communicate information in a clear and logical manner	✓		AF/I	✓
g) Ability to use ICT effectively, particularly using IT to support learning	✓		AF	✓
h) Ability to update assessments and Individual Education Plans		✓	AF	
i) Willing to take an active involvement in medium term planning		✓	AF/I	
j) A commitment to safeguarding and promoting the welfare of children and young people	✓		AF/I	✓

Personal Skills Characteristics	Essential	Desirable	Method of Assessment (List Code Below)	Shortlisting Criteria
k) Works flexibly to get the job done on time, and ensures work is carried out to quality standards	✓		I	
l) Good time management	✓			
4. <u>Personal Qualities</u>				
(a) Conscientious, honest and reliable, approachable, friendly, sense of humour, well-organised, demonstrates initiative	✓		I/R	
(b) Capacity to inspire, motivate and challenge children and young people	✓		I	✓
(c) Positive and constructive approach to team working	✓		AF/I/R	✓
(d) An understanding of and commitment to equal opportunities issues both within the workplace and the community in general	✓		AF/I	
5. <u>Physical Requirements</u>				
(a) No serious health problem which is likely to impact upon job performance; (that is, one that cannot be accommodated by reasonable adjustments);	✓		I/R	
(b) Good sickness/attendance record in current/previous employment, college or school as appropriate, (not including absences resulting from disability);	✓		I/R	

Key: AF – Application Form, I – Interview, CQ – Certificate of Qualification, R – References

This specification has been prepared in accordance with the requirements of the Council's Equal Opportunities in Employment Policy.

We undertake to make any 'reasonable adjustments' to a job or workplace to counteract any disadvantages a disabled person may have.

Specification completed by Kirstey Peart

Designation Headteacher

Date 26th June 2025