

## The Coombes CE Primary School

### Higher Learning Teaching Assistant PERSON SPECIFICATION

	Ess	Des	MOA
<b>KNOWLEDGE / QUALIFICATIONS</b>			
NVQ level 3 or equivalent	*		A/C
HLTA qualification / teaching experience		*	A/C/I
Good standard of general education e.g. GCSE English and Mathematics C grade+	*		A/C
Paediatric First Aid Training (or willingness to qualify)		*	A/C
Safeguarding training	*		A/C
Experience of delivering Read, Write, Inc		*	A
Experience of supporting pupils with SEN/EAL		*	A
<b>EXPERIENCE</b>			
Experience of working within a school	*		A/I
Previous experience working as a HLTA in a primary school with children across key stages		*	A/I
Experience of managing and co-ordinating support staff.		*	A/I
Experience of working in a team environment	*		A/I/R
Experience of working closely with parents	*		A/I/R
<b>SKILLS</b>			
Confidentiality and sensitivity	*		A/I/R
Excellent communication and interpersonal skills	*		A/I/R
Good observation and assessment skills	*		A/I/R
Use of IT within the setting and for communications	*		A/R
Able to work independently but also as part of a team	*		A/R
Knowledge of KS1 or KS2 curriculum	*		A/I/R

<b>BEHAVIOUR AND OTHER CHARACTERISTICS</b>			
Flexibility and use of initiative	*		A/I/R
A caring and positive attitude	*		A/I/R
A sense of responsibility	*		A/I/R
Energy and enthusiasm	*		A/I/R
Ability to stay calm under pressure	*		A/I/R
Positive behaviour management	*		A/I/R
A good listener and sensitive to pupils' needs	*		A/I/R
Good sense of humour	*		A/I/R

Key: MOA=Method of Application, A=Application, I=Interview and assessment, R=Reference,  
C=Certificate