

***‘Helping every person achieve things they never thought they could’***

**PERSON SPECIFICATION**

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| **Job Title** | **HIGH LEVEL TEACHING ASSISTANT** |

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| **QUALIFICATIONS** | **ESSENTIAL** | **DESIRABLE** |
| Level 2 qualification in English and maths or equivalent | X |  |
| Willingness and ability to obtain and/or enhance qualifications and training for development in the post | X |  |
| Wiilingness to uphold and work towards the HLTA standards  | X |  |

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| **EXPERIENCE** | **ESSENTIAL** | **DESIRABLE** |
| Experience of working in a school environment | X |  |
| Experience and knowledge of issues affecting students and young people and to offer supportive assistance | X |  |
| Experience of working with other agencies that are able to support students with specific vulnerabilities and how to access this support |  | X |
| Experience of the Early Help process and its use to support families and students |  | X |
| **SKILLS** | **ESSENTIAL** | $$DESIRABLE$$ |
| Ability to effectively communicate with a wide range of audiences, verbally and in writing | X |  |
| Ability to respect and maintain confidentiality | X |  |
| Ability to use standard ICT packages including Microsoft Office |  | X |
| Ability to work well under pressure and manage competing deadlines | X |  |
| Ability to relate to students in a sympathetic manner and to recognise potential child safeguarding issues | X |  |
| Understanding of school child safeguarding procedures | X |  |

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| **OTHER** | **ESSENTIAL** | $$DESIRABLE$$ |
| Satisfactory DBS check | X |  |
| High expectations of student achievement | X |  |

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| **Date Person Specification prepared/updated** | May 2025 |
| **Person Specification prepared by** | Mr D Mckeon |