

Person Specification for HLTA (Higher Level Teaching Assistant)

Category	Essential	Desirable	Evidence From:
QUALIFICATIONS GCSE English & Maths Grade C or above (or equivalent) NVQ Level 2 (or equivalent qualification) Other Pedagogical / Learning Qualifications	✓	✓ ✓	
EXPERIENCE IT skills in Microsoft Office/Excel or similar Previous experience of working with young people Experience leading groups of learners Experience Line-Managing staff Experience within Primary and Secondary Schools Previous experience of working in a specialist school	✓ ✓ ✓	✓ ✓ ✓	
SKILLS Excellent interpersonal and communication skills Ability to prioritise and plan for effective learning Ability to maintain resilience and positive thinking Ability to work with a PACE and UPR approach Holding a valid Driving License	✓ ✓ ✓ ✓ ✓		
QUALITIES Sense of humour, flexible and proactive Ability to be an active and full member of the team A strong sense of learning leadership Commitment to the development of self and others	✓ ✓ ✓ ✓		
APTITUDE The ability to inspire trust and build relationships Holding high expectations for all young people, yourself and those around you	✓ ✓		