



Bishop Wilkinson
Catholic Education Trust
Through Christ, in Partnership

Higher Level Teaching Assistant Person Specification

Grade: Grade 7 (£23,541 - £27,041)
Hours: 37 hours per week, Term Time plus 2 weeks, Permanent
Location: St Mary's Catholic Primary School, Blackhill
Reports to: Headteacher

Person Specification	Essential/Desirable
Qualifications & Training	
HLTA qualification or equivalent	E
Good written and spoken English – GCSE Grade C or equivalent in both English & Maths	E
Current experience of using ICT to support learning	E
First Aid qualification	D
Team Teach or equivalent	D
Experience	
Experience of delivering whole class and group teaching	E
A successful track record of working with children	E
Experience of working with children presenting challenging behaviour	E
Experience of working across Key Stages	E
Experience in creating highly differentiated programmes, timetables, behaviour contracts	D
Use of a sensory learning environment	D
Professional Development	
Evidence of continuing professional development	E
Recent additional training	D

Phonics training	D
Knowledge and Skills	
Experience of running groups under the teacher's supervision	E
Excellent behaviour management techniques and ways of overcoming barriers to learning	E
Ability to establish and maintain firm and consistent boundaries	E
Creativity and imagination – ability to adapt to the needs of the child	E
An excellent and engaging communicator	E
Ability to build and form good working relationships with children, parents/carers colleagues and professionals	E
Excellent organisational skills and ability to meet deadlines	E
Ability to work on own initiative, and prioritise between conflicting demands	E
Maintaining confidentiality	E
Ability to place a lead role in guiding mainstream colleagues in implementing Autism-friendly strategies	D
A commitment to undertaken further specialist training as required	D
Willingness to be involved in extra-curricular activities	D
Good record of health and attendance	D
Confident use of ICT	D
Personal Attributes	
To be interested in children as individuals and how they learn	E
To display a warm and approachable demeanour	E
Exhibit a flexible approach and sense of humour	E
Be empathetic and sensitive to differing viewpoints	E
To display a professional manner at all times, and in various contexts	E
To be resilient	E
To take a full and active role in the life of the whole school	E
Commitment to the School's Equal Opportunities Policy, Special Needs Code of Practice, Disability Discrimination Act, and Every Child Matters	E

Commitment to the Safeguarding Practices and Procedures

E

March 2021