# Woodhouse Community Primary School

# Higher Level Teaching Assistant/Learning Mentor

# Person specification

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| criteria | Essential | desirable |
| **Qualifications  and experience** | * HLTA Level 4 Qualification. * Level 3 Certificate in Supporting Teaching and Learning in Schools, Diploma in Childcare and Education * GCSEs at grades 9 to 4 (A\* to C) including English and Maths * Experience of working with children with additional needs * Experience of planning and leading teaching and learning activities (under supervision) |  |
| **Skills and knowledge** | * Good literacy and numeracy skills * Good organisational skills * Ability to build effective working relationships with pupils and adults * Skills and expertise in understanding the needs of all pupils * Knowledge of how to help adapt and deliver support to meet individual needs * Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils * Excellent verbal communication skills * Active listening skills * The ability to remain calm in stressful situations * Knowledge of guidance and requirements around safeguarding children * Good ICT skills, particularly using ICT to support learning * Understanding of roles and responsibilities within the classroom and whole school context * Understanding of effective teaching methods * Knowledge of how to successfully lead learning activities for a group or class of children * Knowledge of how statutory and non-statutory frameworks for the school curriculum relate to the age and ability ranges of the learners they support * Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice |  |
| **Personal qualities** | * Enjoyment of working with children * Sensitivity and understanding, to help build good relationships with pupils * A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school * Commitment to maintaining confidentiality at all times * Commitment to safeguarding pupil’s wellbeing and equality |  |