



## Archbishop Runcie Church of England (VA) First School

### Person Specification: Higher Level Teaching Assistant (HLTA)

#### Part A: Application Stage

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

#### Essential

1	Level 3 Basic Skills (English and Maths) or equivalent competency
2	Higher Level Teaching Assistant status or other relevant qualification
3	Able to teach effective lesson sequences and learning activities across the relevant curriculum, age and ability ranges including.
4	Able to adapt learning to meet individual needs (particularly challenging the most able and supporting SEND).
5	Experience of advancing pupils' progress in a range of classroom settings, including working with individuals, small groups and whole classes.
6	Experience of producing lesson plans and worksheets and of assessing and marking.
7	Experience and/knowledge of up to date teaching practices and educational research
8	A good knowledge and understanding of subject(s) / curriculum areas and the relevant statutory and non-statutory curricula / frameworks / research recommendations
9	A good, up to date working knowledge and understanding of effective teaching, learning, child development and behaviour management strategies and processes
10	Excellent written and verbal communication skills including the use of Standard English
11	Ability to promote and support the strong Christian ethos
12	Evidence of relevant and on-going professional development and training, <i>(not applicable for an ECT.)</i>

#### Desirable

13	Specialist skills or training in curriculum or learning area, e.g. behavior management, SEN, individual subject areas
14	Other interests / expertise that would benefit our children and our school
15	Supervision of classroom support staff
16	Experience of delivering a Synthetic Phonics Programme
17	Appropriate Food hygiene training
18	Appropriate First Aid training
19	Experience and knowledge of administering medication in schools

## Part B: Assessment Stage

Items 1 - 5 of the application stage criteria and the criteria below will be further explored at the assessment stage:

### Essential

20	Able to demonstrate professional competencies within the required standards
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23	Able to participate in planning, monitoring and assessment arrangements in partnership with the class teacher.
25	Excellent IT skills and the proven ability to use them effectively to support learning. Able to use IT knowledge and skills in the learning environment e.g. Tapestry, interactive boards
26	Able to work collaboratively as member of a team and contribute to the professional development of colleagues, including the sharing of effective practice
27	Able to relate well to children and adults and in particular able to establish positive relationships with pupils and parents
28	Able to respond positively, flexibly and effectively to unexpected situations or perceived problems
29	Able to take a responsive approach to children's needs to help address barriers to learning and well-being
30	Able to work with minimal supervision.
31	Committed to achieving further professional development
32	Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including: <ul style="list-style-type: none"> <li>▪ motivation to work with children and young people</li> <li>▪ ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>▪ emotional resilience in working with challenging behaviours</li> <li>▪ attitude to use of authority and maintaining discipline</li> <li>▪ able to work in partnership with other agencies</li> </ul>
33	No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.
34	An ability to assess and review learners' progress.
35	Able to communicate effectively with children, colleagues and parents/carers.
36	Able to engage and motivate learners in the school environment.
37	Have (and consistently model) positive values, attitudes and have high expectations for learners.
38	Able to plan, organise and prioritise and manage time effectively.
39	Good verbal and interpersonal skills
40	Have positive values, attitudes and have high expectations for learners and their behaviour

### Desirable

12	A willingness and / or ability to teach across the First School age range
13	Willing and able to contribute to extra-curricular activities
14	Willing and able to contribute to whole school development initiatives / school improvement planning / self-evaluation
	Awareness of relevant legislation relating to child protection

The following methods of assessment will be used:

Method		Method	
Interview	Yes	Presentation	No
Lesson Observation	Yes	Structured discussion with pupils	No
Curriculum Task	Yes	Other (specify)	No

**Part C: Additional Requirements**

The following criteria must be judged as satisfactory when pre-employment checks are completed:

1	Enhanced Certificate of Disclosure from the Disclosure and Barring Service
2	Additional criminal record checks if applicant has lived outside the UK within the 5 years prior to appointment
3	Barred List Check
4	Professional Registration check
5	Two references from current and previous employers (or education establishment if applicant not in employment)
6	Right to Work check and any other statutory check required by an educational establishment
7	Medical clearance-as required under the Education (Health Standards) (England) Regulation 2003
8	Satisfactory online checks in line with KCSIE 2022