



## Capel Manor Primary School



### Teaching Assistant leading onto Higher Level Teaching Assistant (HLTA)

#### Person Specification

E = Essential

D = Desirable

A= Application

I = Interview

<b>Qualifications/Training</b>		
Educated at GCSE Standard including Maths and English (Grade A-C) or equivalent	E	A
Evidence of continuing professional development	E	A
<b>Experience</b>		
Experience of working with children of KS1-2 primary school age	E	A/I
Experience of communicating with a wide range of people from different backgrounds	E	A
Experience of written record keeping and giving relevant feedback in regard to children's successes/progress	E	A/I
Experience of taking whole class sessions	E	A/I
<b>Professional knowledge and understanding</b>		
Knowledge of the development, strengths and learning styles of children	D	A/I
Good working knowledge and understanding of the National Curriculum	D	A/I
Understanding of the welfare and social needs of children	E	A/I
Experience of implementing Learning Support Plans to support improved pupil outcomes.	D	A/I
Basic knowledge of ICT to effectively support the pupils	E	A
Practical knowledge of how to support individual pupils or small groups	D	A/I
Understanding of the issues relating to behaviour in a school setting	D	A/I
<b>Skills, abilities and personal qualities</b>		
Strong organisational skills with an ability to use your own initiative	E	A
Ability to deliver positive behaviour management	E	A/I
An ability to develop positive relationships with children, valuing their diversity, in order to enhance their learning and social development	E	A/I
Ability to engage children in meaningful, structured activities at lunchtimes	E	A
Excellent communication skills, verbal and written	E	A/I
Numeracy and literacy skills to effectively support the pupils progress and attainment	E	I
The ability to form good working relationships with teachers, pupils and parents and be able to work as a team	E	A
The ability to become familiar with and apply whole school policies, procedures and standards and be willing to implement them in a consistent manner	E	I
Evidence of a commitment to equal opportunities and child protection policies and an understanding of their effective operation within schools	E	A/I
Ability to build good relationships with external agencies	D	A
To be prepared to attend in-service and external training courses and to develop and update knowledge and skills as required	E	I
Ability to assist the school in raising achievement for all its pupils	E	A/I
Good sense of humour	E	I
A passion for the job and enthusiasm to fully participate in whole school life and actively support our vision, aims and values.	E	I