



**Brackenhill Primary School  
Personnel Specification  
Higher Level Teaching Assistant (HLTA)**

Factor	Essential	Desirable	Means of assessment
<b>QUALIFICATIONS /EDUCATION</b>	<ul style="list-style-type: none"> <li>• Meet HLTA standards or equivalent qualification or experience</li> <li>• Hold relevant qualifications at a level equivalent to at least Level 3</li> <li>• Demonstrate levels of numeracy and literacy equivalent to GCSE (Grade C or above) or NVQ level 2</li> <li>• Training in relevant learning strategies</li> <li>• A minimum of two years of experience of working with children either paid or unpaid preferably in an education setting</li> <li>• Must have a valid first aid certificate or be willing to undertake first aid training and deliver first aid duties in school</li> <li>• Must be willing to undertake training for and perform fire marshal duties</li> </ul>	<ul style="list-style-type: none"> <li>• Specialism in Music</li> </ul>	Application
<b>EXPERIENCE/ KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Working knowledge of the 2014 National Curriculum.</li> <li>• Using positive behaviour management strategies</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a setting with children who have EAL.</li> </ul>	Application Observation Interview Reference
<b>SKILLS</b>	<ul style="list-style-type: none"> <li>• Effective oral and written communication skills</li> <li>• Excellent interpersonal skills both in working relationships with young pupils and in forming effective professional relationships with a wide range of contacts.</li> <li>• Good organisational and time management skills</li> <li>• Sound IT skills to support learning and maintain electronic information systems.</li> </ul>	<ul style="list-style-type: none"> <li>• Interest or ability/ additional qualifications to teach music</li> <li>• Interest or ability/additional qualifications in sport</li> </ul>	Application Observation Interview Reference

<b>PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• Able to form and maintain appropriate and professional relationships and boundaries with children and young people.</li> <li>• Ability to supervise pupils effectively both in and out of school in line with the schools behaviour policy</li> <li>• Ability to organise the classroom activities e.g.: setting out resources.</li> <li>• Ability to provide a good role model to young pupils</li> <li>• Ability to work in partnership with parents and teachers</li> <li>• Ability to use own initiative and work flexibly</li> </ul>	<ul style="list-style-type: none"> <li>• First aid trained or a willingness to undertake training</li> </ul>	Application Interview Reference
<b>CIRCUMSTANCES / PERSONAL</b>	<ul style="list-style-type: none"> <li>• Will not require holiday leave during term time.</li> <li>• Must be legally entitled to work in the UK (Asylum and Immigration Act 1996).</li> <li>• No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (DBS check required).</li> </ul>		Interview Site of documentation
<b>PHYSICAL / SENSORY</b>	<ul style="list-style-type: none"> <li>• Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010.</li> <li>• Ability to cope with requirements of the post, which may include working with pupils who have emotional and behavioral difficulties or physical difficulties.</li> <li>• For posts working with pupils who have physical difficulties, it may be an unavoidable core component of the job for the post holder to be capable of lifting and carrying pupils, within school policies and practices.</li> </ul>		Interview
<b>EQUALITY</b>	<ul style="list-style-type: none"> <li>• Candidates should indicate an acceptance of and commitment to the principles underlying the Council's Equal Rights policies and practices.</li> </ul>		Interview
<b>OTHER</b>	<ul style="list-style-type: none"> <li>• Willingness to attend school training sessions/parents evenings/school trips</li> <li>• Empathy with young people facing barriers to their learning</li> <li>• A commitment to helping young pupils achieve, through education and learning</li> <li>• An understanding of and a genuine commitment to Equal Opportunities</li> </ul>		Application Interview Reference