

Higher Level Teaching Assistant

	Essential Criteria	Desirable Criteria	Method of Assessment/Source of Information
Education and Qualifications			
Meets HLTA standards or equivalent	Yes		Application
Good standard of education – GCSE or equivalent in English and Maths	Yes		Application
Qualifications relating to behaviour management, mentoring or counseling		Yes	Application
Evidence of relevant professional training in an educational setting	Yes		Application
Experience			
Working with children in the primary phase	Yes		Application Reference Interview
Experience of Behaviour Management in an educational setting	Yes		Application Reference Interview
Evidence of application of a wide range of behaviour management strategies	Yes		Application Reference Interview
Proven ability to support, motivate and develop pupils	Yes		Application Reference Interview
Good admin and record keeping experiences	Yes		Application Reference Interview
Working as part of a team	Yes		Interview
Experience of working with and supporting parents/carers		Yes	
Experience of liaising with external agencies/other professionals		Yes	
Knowledge, Skills and Abilities			
Excellent communication skills, written and verbal	Yes		Application Reference Interview
Ability to inspire confidence, engender trust and gain consensus with colleagues and the wider community	Yes		Application Reference Interview
Commitment to welfare and safeguarding of students	Yes		Application Reference
Excellent written and presentational skills	Yes		Application Reference
A willingness to develop a range of	Yes		Application

approaches to assist in engaging with students and to encourage them to engage with the learning process.			Reference Interview
Excellent interpersonal skills and sensitivity to cross cultural issues	Yes		Application Interview
Collaborative approach to decision making	Yes		Application Reference Interview
Ability to reflect, analyse and act both independently and collaboratively	Yes		Application Reference Interview
An ability to engage with challenging students without confrontation	Yes		Application Reference Interview
Ability to work co-operatively with others, persuading, negotiating and influencing in a variety of circumstances	Yes		Application Reference Interview
A commitment to inclusion, equal opportunities and fairness	Yes		Application Reference Interview
Working knowledge and commitment to the principles of inclusion and equal opportunities	Yes		Application Interview
An ability to work on initiative	Yes		Application Reference Interview
An understanding of child protection, confidentiality and health and safety procedures	Yes		Application Reference Interview
Other requirements			
A commitment to safeguarding procedures	Yes		Application
Ability to maintain a sense of humour	Yes		
Willing to work negotiated flexible hours as appropriate	Yes		Interview
A willingness to undertake additional training, keep up to date with educational developments and changes in good practice	Yes		Application Interview
DBS clearance	Yes		Application