The Schelwood Trust

**Beechwood School and Herschel Grammar School**
**Person Specification – Higher Level Teaching Assistant (HLTA)/**
**Access Arrangements Assessor**

| | Essential | Desirable |
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| **Qualifications** | | |
| Educated to degree level including five GCSEs including English Language and Mathematics. | √ | |
| Hold qualified teacher status (QTS) or qualified teacher learning and skills (QTLS). | √ | |
| Qualified CCET and CPT3A or willingness to complete this course as soon as possible. | √ | |
| **Experience** | | |
| Evidence of successfully working closely with managers, curriculum staff and support staff etc. | √ | |
| Excellent IT skills to support learning. | | √ |
| Experience of screening and assessing students for examination concessions and complete reports for awarding bodies. | | √ |
| **Skills and Abilities** | | |
| Ability to produce reports to a high standard. | √ | |
| Must demonstrate suitability to work with children. | √ | |
| An ability to work under pressure and meet tight deadlines. | √ | |
| Be able to respond effectively to the learner's individual needs. | √ | |
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| **Personal Attributes** | | |
| Professional integrity and honesty. | √ | |
| Strong team player who can work collaboratively with others to deliver results. | √ | |
| Good interpersonal skills. | √ | |
| A sense of humour and a can-do attitude. | | √ |
| Empathy for students, parents, staff and the community. | | √ |
| Confidence, tenacity, flexibility and adaptability. | √ | |
| Commitment to maintaining the caring and supportive ethos of the school. | √ | |
| Comprehensive knowledge of specialist support and how to maximise the impact of it to improve student retention and attainment | √ | |
| Willingness to 'go' the extra mile. | | √ |

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| **In Service Training** | | |
| Able to demonstrate commitment to improvement through a variety of means – personal reflection, departmental development time, whole school training and attending relevant courses. | √ | |
| **Safeguarding** | | |
| Commitment to promoting and safeguarding the welfare of children and young people. | √ | |
| Satisfactory Enhanced DBS clearance | √ | |