



## Northumberland Church of England Academy Trust

### Job Description

<b>Post Title: Higher Level Teaching Assistant</b>		
<b>Person Specification:</b>	<b>Essential</b>	<b>Desirable</b>
<b>Experience:</b> <ul style="list-style-type: none"> <li>● Working with children of the relevant age</li> <li>● Planning effective actions for pupils at risk of underachieving</li> <li>● Supervising small groups of children</li> <li>● Counselling</li> <li>● Working with children with additional needs</li> <li>● Managing other employees</li> </ul>	✓ ✓	✓ ✓ ✓ ✓
<b>Skills &amp; Competencies:</b> <ul style="list-style-type: none"> <li>● Basic clerical skills</li> <li>● Effective ICT skills and 3 years experience of using ICT and relevant technology in a learning environment</li> <li>● Ability to use other types of learning technology:</li> <li>● Can work as a member of a team, understanding their role in the classroom and associated responsibilities.</li> </ul>	✓ ✓ ✓ ✓ ✓	
<b>Knowledge &amp; Qualifications</b> <ul style="list-style-type: none"> <li>● Meet the National Standards for HLTAs or equivalent qualification</li> <li>● Excellent numeracy and literacy skills( at least NVQ 2 Qualification);</li> <li>● HSAW First Aid Certificate or equivalent;</li> <li>● Participated in training related to various national strategies e.g. literacy and numeracy</li> <li>● NNEB or STA ( First/Primary Middle)) or Specialist Degree( Middle/High)</li> <li>● NVQ 2 ICT Qualification</li> <li>● Understanding of codes of practice and recent relevant education;</li> <li>● Good understanding of the principles of child development and the learning process</li> </ul>	✓ ✓ ✓ ✓ ✓ ✓ ✓	✓
<b>Physical, mental and emotional demands:</b> <ul style="list-style-type: none"> <li>● Commitment to helping provide a high quality service to children and families</li> </ul>	✓	
<b>Other:</b> <ul style="list-style-type: none"> <li>● Willingness to participate in training and development</li> </ul>	✓	