# PERSON SPECIFICATION

St. Peter's CE Primary is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

## Job detail

**Job title:** Higher level teaching assistant (HLTA)
**Salary:** WSCC NJC Grade 8 (£33,673 pro-rata)
**Hours:** 32.5 hours per week (8:30 to 3:30)
**Contract type:** Full-time, Fixed-term to 31st July 2027
**Reporting to:** Headteacher
**Responsible for:** PPA cover, short term absence cover and TA support

| CRITERIA | QUALITIES |
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| **Qualifications and training** | • HLTA qualification or equivalent experience<br>• GCSE English and Mathematics at Grade 4/C or above (or equivalent)<br>• First Aid qualification or willingness to undertake training |
| **Experience** | • Successful experience working within a primary school setting<br>• Experience of planning and delivering learning activities for groups, classes and individual pupils<br>• Experience of leading whole-class teaching and providing cover for teachers<br>• Experience of working within EYFS and/or Key Stage 1<br>• Experience of supporting children with a range of learning and additional needs, including SEND |
| **Skills and knowledge** | • Secure understanding of effective teaching and learning strategies<br>• Knowledge of the EYFS Framework and National Curriculum requirements relevant to primary-aged pupils<br>• Understanding of inclusive practice and the SEND Code of Practice<br>• Ability to motivate, inspire and engage children in their learning<br>• Strong behaviour management skills and the ability to create positive learning environments<br>• Excellent communication and interpersonal skills<br>• Ability to work effectively as part of a team and build positive relationships with staff, pupils and families<br>• Good organisational skills and the ability to work independently and use initiative<br>• Competent ICT skills to support teaching, learning and assessment<br>• Sound knowledge of safeguarding responsibilities and child protection procedures |

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| **Personal qualities** | • A dynamic, enthusiastic and reflective practitioner<br>• High expectations for all children and a commitment to achieving the best possible outcomes<br>• Passionate about supporting children's academic, social and emotional development<br>• Resilient, adaptable and solution-focused<br>• Warm, approachable and able to build positive relationships with pupils and colleagues<br>• Committed to working collaboratively and contributing to the school's positive team ethos<br>• Ambitious and keen to engage in ongoing professional development<br>• Commitment to supporting and promoting the Christian vision, values and ethos of St Peter's CE Primary School<br>• Commitment to safeguarding, equality, diversity and inclusion<br>• Professional, trustworthy and able to maintain confidentiality |

The HLTA will be required to follow school policies and the staff code of conduct.

*Unlocking the potential in everyone*

*Please note that St. Peter's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. There will be a need for the successful applicant to undertake a criminal record check via the DBS.*