

**DURHAM TRINITY SCHOOL & SPORTS COLLEGE**  
**HIGHER LEVEL TEACHING ASSISTANT**  
**PERSON SPECIFICATION**

| <b>Category</b>                   | <b>Essential</b>  | <b>DESIRABLE</b>   | <b>Where Identified</b>   |
|-----------------------------------|---|--|---|
| Application and Supporting Letter | <ul style="list-style-type: none"> <li>✓ Completed Durham County Council teaching application form</li> <li>✓ 2 Fully supported in references(one of which must be from current or most recent employer)</li> <li>✓ Well structured supporting letter</li> </ul>  |  | <ul style="list-style-type: none"> <li>✓ Application Form</li> <li>✓ References</li> </ul>                      |
| Qualifications                    | <ul style="list-style-type: none"> <li>✓ HLTA qualification or relevant equivalent qualification</li> <li>✓ Grade 9-4 (or equivalent) in English and Maths GCSE</li> </ul>  | <ul style="list-style-type: none"> <li>✓ Further relevant qualification eg Foundation Degree in relevant subject/SEN</li> <li>✓ A valid Team Teach Certificate</li> <li>✓ Willingness to undertake MIDAS training</li> </ul>   | <ul style="list-style-type: none"> <li>✓ Application Form</li> <li>✓ Certificates</li> </ul>                    |
| Experience                        | <ul style="list-style-type: none"> <li>✓ At least 1 year of experience of working within a school environment working with pupils with special needs.</li> <li>✓ Current experience of planning and evaluating learning experiences</li> <li>✓ Experience of planning of learning for individuals, groups and whole class</li> <li>✓ Currently working with children with severe learning difficulties, autism and/or profound multiple learning difficulties.</li> <li>✓ Currently use communication strategies to support pupils to learn to their full potential and communicate their needs.</li> <li>✓ Currently supporting pupils with emotional wellbeing, personal and intimate care needs.</li> <li>✓ Experience of delivering whole class teaching having achieved the Professional Standards for Higher Level Teaching Assistants</li> </ul> | <ul style="list-style-type: none"> <li>✓ Experience of covering a whole class in the absence of a teacher</li> <li>✓ Experience of any Zones of Regulation and PECS</li> </ul>   | <ul style="list-style-type: none"> <li>✓ Application Form</li> <li>✓ References</li> <li>✓ Interview</li> </ul> |
| Professional Development          | <ul style="list-style-type: none"> <li>✓ Commitment to further develop own professional skills</li> </ul>   | <ul style="list-style-type: none"> <li>✓ Recent and relevant training for working with pupils with SEND including visual and hearing impairment</li> <li>✓ Willingness to undertake training in order to address specific medical/physical needs of pupils.</li> </ul> | <ul style="list-style-type: none"> <li>✓ Application Form</li> </ul>  |

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|-----------------------------|--|---|---|
| <p>Skills and Knowledge</p> | <ul style="list-style-type: none"> <li>✓ Ability to relate well to children and adults</li> <li>✓ Ability to work independently with individual children, small groups of children and whole class</li> <li>✓ Ability to use initiative when required</li> <li>✓ Ability to work as a member of a team</li> <li>✓ A willingness to work co-operatively with a wide range of professionals</li> <li>✓ Good communication skills – written and verbal for report writing, maintaining child records, provide feedback to parent/carers and colleagues</li> <li>✓ Knowledge of the National Curriculum and how it is adapted to meet needs of SEND pupils</li> <li>✓ Ability to make resources to support teaching and learning</li> <li>✓ Use ICT effectively to support teaching and learning – iPad, cameras and computer</li> <li>✓ Knowledge and compliance with policies and procedures relevant to child protection and health and safety</li> <li>✓ Demonstrate organisational and planning skills</li> <li>✓ Empathy for trauma and adversity children may encounter</li> <li>✓ Understanding of the effects of childhood trauma and adversity</li> <li>✓ Understanding of the different strategies to support pupils with SEND</li> </ul> | <ul style="list-style-type: none"> <li>✓ Understanding of child development</li> <li>✓ Knowing how to support pupils with medical needs</li> <li>✓ Ability to use Makaton to support pupil communication</li> </ul> | <ul style="list-style-type: none"> <li>✓ Application Form</li> <li>✓ References</li> <li>✓ Interview</li> </ul> |
| <p>Personal Attributes</p>  | <ul style="list-style-type: none"> <li>✓ Calm and positive approach</li> <li>✓ Patient and resilient</li> <li>✓ Enthusiasm and drive</li> <li>✓ Willingness to work across the 2-19 age range</li> <li>✓ Ability to work flexibly and adapt, respond positively to change</li> <li>✓ Caring and sensitive attitude to children, parents and colleagues</li> <li>✓ Willingness to contribute to the wider life of the school</li> <li>✓ Sense of humour</li> </ul>  |   | <ul style="list-style-type: none"> <li>✓ Application Form</li> <li>✓ References</li> <li>✓ Interview</li> </ul> |