



## Employee Specification Form

Post Number	
Job Title:	Teaching Assistant –HLTA (Fixed Term)
Department	Kingsway Primary School
Prepared by and date	Headteacher June 2025

Essential Personal Attributes	Stage Identified	Desirable Personal Attributes	Stage Identified
<b>Qualifications:</b> <ul style="list-style-type: none"> <li>Level 4 HLTA qualification in Supporting Teaching and Learning or similar</li> <li>Excellent numeracy/literacy/ICT skills – equivalent to NVQ Level 2 in English and maths</li> </ul>	App App	<ul style="list-style-type: none"> <li>Specific training in SEND, SEMH, behaviour support, or interventions (e.g. speech &amp; language, emotional regulation)</li> <li>First aid training</li> <li>Evidence of further related training or interests</li> </ul>	App
<b>Experience:</b> <ul style="list-style-type: none"> <li>Recent experience of working with children in primary schools</li> <li>Experience and understanding of adapting activities to engage and motivate reluctant learners to achieve desired outcomes</li> <li>Experience of using positive behaviour strategies to overcome challenging behaviour</li> <li>Experience supporting pupils with special educational needs and/or SEMH needs</li> <li>Experience of supporting or delivering personalised interventions</li> <li>Experience of planning, preparing and delivering lessons and learning activities, including whole classes, groups, or individual pupils</li> </ul>	App/Int	<ul style="list-style-type: none"> <li>Experience using restorative approaches</li> <li>Experience working alongside external professionals or in multi-agency contexts</li> <li>Experience mentoring or modelling practice to other support staff</li> <li>Experience using targeted academic or emotional literacy programmes</li> <li>Experience of teaching phonics using Read, Write, Inc.</li> </ul>	App/Int
<b>Knowledge and skills:</b> <ul style="list-style-type: none"> <li>Strong understanding of child development and the diverse ways children learn</li> <li>Ability to relate well to children and persevere when challenges arise</li> <li>Knowledge of issues that affect pupil behaviour and appropriate strategies to support positive regulation</li> <li>Familiarity with current national curriculum expectations in English and maths</li> <li>Understanding of how to plan and deliver personalised and differentiated learning to support specific needs</li> <li>Ability to work constructively as part of a team, understanding classroom roles and responsibilities</li> <li>Ability to analyse pupil progress and provide feedback to support teaching</li> </ul>	App/Int/ Ref	<ul style="list-style-type: none"> <li>Ability to evaluate children's learning needs and actively seek new learning opportunities</li> <li>Understanding of information sharing (confidentiality) and the importance of accurate record keeping procedures</li> <li>Awareness of trauma-informed and attachment-aware practice</li> </ul>	App/Int/ Ref

<ul style="list-style-type: none"> <li>• Skilled in adapting resources and approaches to meet individual learning profiles</li> <li>• Ability to build positive, respectful relationships with pupils, families and colleagues</li> <li>• Ability to liaise sensitively with parents/carers</li> <li>• Good understanding of relevant policies/ codes of practice, including Child Protection and Health and Safety</li> <li>• Good verbal and written communication skills including use of standard English both written and spoken</li> <li>• Ability to use ICT effectively to support learning</li> <li>• Willingness to attend relevant training</li> </ul>			
<b>Special Requirements:</b> <ul style="list-style-type: none"> <li>• Ability to build and maintain effective relationships</li> <li>• Able to adapt to changing circumstances and new ideas in a positive and creative manner</li> <li>• Ability to stay calm in challenging circumstances</li> <li>• Commitment to inclusion</li> </ul>	App/Int/Ref	<ul style="list-style-type: none"> <li>• Willingness to support wider school life (e.g. extra-curricular activities, pastoral initiatives)</li> <li>• Interest in further professional development and leadership within support staff teams</li> </ul>	App/Int/Ref