**Higher Level Teaching Assistant/Family Welfare Liaison Officer** Person Specification

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|  | **Essential** | **Desirable** | **Method of  assessment** |
| **Qualifications** | * Good education to GCSE level, including GCSE ‘C’ grade or higher in English and Maths, or equivalent | * A relevant Level 3 or Level 4 qualification in Childcare and/or Education * A First Aid qualification * Trained Thrive practitioner * HLTA qualification | Production of applicant’s certificates |
| **Experience** | * Experience of working with young children * Ability to select and prepare resources necessary to lead learning activities * Assist teacher in raising attainment by providing effective learning support to pupils | * Experience of working with young children in play schemes, crèches, after-school clubs or similar * Experience of working in the Independent sector * Experience of working with children including work within Child protection and Multi Agency liaison | Application form  Interview  References |
| **Skills** | * Ability to assist children on an individual basis, in small groups and during whole class work * Clearly explain tasks and foster children’s independence * Can successfully supervise children, modelling defined behaviour management policies * Ability to work with guidance, but under limited supervision * Liaise and communicate effectively with others * Demonstrate good organisational skills * Ability to produce concise and complex reports and maintain pupil records | * Is able to suggest alternative ways of helping children if they are unable to understand * Can describe, in simple terms, the process of behaviour management with children | Application form  Interview  references |
| **Knowledge** | * Knowledge of the needs of young children * An understanding of child development and the ways in which children learn * Knowledge of positive behaviour management strategies * Knowledge of safeguarding children * Knowledge of the responsibilities of agencies towards vulnerable children such as Child Protection Procedures and intervention work | * Knowledge of National Curriculum EYFS, Key Stages 1 and 2 * Knowledge of how to monitor, record and make basic assessments about individual progress * An awareness of the roles played by various adults in a child’s education * An understanding of the ‘Early Help’ process * Knowledge of the range of additional support/agencies which can be of assistance to vulnerable pupils and their families | Application form  Interview  References |
| **Personal competencies and qualities** | * Enthusiasm and a positive outlook * The ability to work independently and collaboratively as a member of a team * Creativity in problem solving together with a willingness to take on or try new approaches and ideas * A positive attitude towards professional development and their own learning * Reliability and integrity * Good personal organisation. * Good attendance record | * Ability to work under pressure * Sense of humour * Flexibility | Application form  Interview  References |