**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 formInterviewReferences |
| **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 formInterviewreferences |
| **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 formInterviewReferences |
| **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 formInterviewReferences |