



Stockport Council Competency Person Specification

Post Title: Higher Level Teaching Assistant scale 5

The criteria listed below represent the most important skills, experience, technical expertise and qualifications needed for this job role.

Your application will be assessed against these criteria to determine whether or not you are shortlisted for interview. Any interview questions or additional assessments (tests, presentations etc.) will be broadly based on the criteria below.

Competency	SCORE					Essential or Desirable
	0	1	2	3	4	
Knowledge:						
An understanding of classroom roles and responsibilities						Essential
Knowledge of relevant policies and codes of practice and awareness of relevant legislation as it relates to schools and pupils						Essential
Experience:						
Experience of working with relevant age groups within a learning environment.						Essential
Experience of general clerical/ administrative work						Essential
Experience of developing and maintaining positive working relationships						Essential
Experience of working with a range of SEN						Essential
Experience of planning and preparing whole class lessons as part of a sequence of lessons, teaching those lessons to whole class and assessment of outcomes						Essential
Experience of behaviour management						Essential
Skills:						
Ability to work well as part of a team, developing and maintaining positive working relationships with other team members						Essential
Ability to provide excellent customer service						Essential
Ability to relate well to children and adults						Essential
Ability to provide necessary personal care to children						Essential

Ability and willingness to participate in training						Essential
Ability to communicate effectively face to face, by telephone or written word with a diverse range of people						Essential
Ability to make effective use of ICT and other technology						Essential
Ability to contribute to the continual improvement of teaching and learning						Essential
Ability to achieve personal objectives on time and to the agreed standard whilst having consideration to the effect on others						Essential
Ability to take responsibility for the development and learning of self and others						Essential
Ability to observe, monitor and provide constructive feedback on pupils' progress						Essential
Ability to understand the principles of child development and learning processes and in particular barriers to learning						Essential
Ability to use clearly structured teaching and learning activities to interest and motivate SEN pupils and advance pupil learning						Essential
Ability to use behaviour management strategies within the school behaviour management policy						Essential
Ability to converse at ease with customers and provide advice in accurate spoken English						Essential
Comfortably communicate with parents, professionals and colleagues						Essential
Compassion, patience and a strong desire to support the well-being and development of children with SEN						Essential
Education and Qualifications:						
HLTA						Essential
GCSE grades A – C inc. Maths, English and Science						Essential
Training in aspects of SEN needs and strategies to support a range of needs						Essential
Ability and willingness to identify own training needs, to participate in training and to evaluate own learning						Essential
A high standard of spoken and written English						Essential
A valid First Aid training qualification						Desirable
Experience of personal care, manual handling, hoist training						Desirable
Makaton						Desirable
Work related Commitments:						
Understands and actively supports Stockport Council's diversity and equality policy.						Essential
Ability and willingness to meet Stockport Council's standard of attendance.						Essential
Willingness to be flexible in a changing environment						Essential

Scoring key

- 0 – Not met essential criteria
- 1 – Partially meets essential criteria
- 2 – Meets criteria
- 3 – Exceeds criteria
- 4 – Exceptional