



Employee Specification Form

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

Essential Personal Attributes	Stage Identified	Desirable Personal Attributes	Stage Identified
Qualifications: - Level 4 HLTA qualification in Supporting Teaching and Learning or similar - Excellent numeracy/literacy/ICT skills – equivalent to NVQ Level 2 in English and maths	App App	- Specific training in SEND, SEMH, behaviour support, or interventions (e.g. speech & language, emotional regulation) - First aid training - Evidence of further related training or interests	App
Experience: - Recent experience of working with children in primary schools - Experience and understanding of adapting activities to engage and motivate reluctant learners to achieve desired outcomes - Experience of using positive behaviour strategies to overcome challenging behaviour - Experience supporting pupils with special educational needs and/or SEMH needs - Experience of supporting or delivering personalised interventions - Experience of planning, preparing and delivering lessons and learning activities, including whole classes, groups, or individual pupils	App/Int	- Experience using restorative approaches - Experience working alongside external professionals or in multi-agency contexts - Experience mentoring or modelling practice to other support staff - Experience using targeted academic or emotional literacy programmes - Experience of teaching phonics using Read, Write, Inc.	App/Int
Knowledge and skills: - Strong understanding of child development and the diverse ways children learn - Ability to relate well to children and persevere when challenges arise - Knowledge of issues that affect pupil behaviour and appropriate strategies to support positive regulation - Familiarity with current national curriculum expectations in English and maths - Understanding of how to plan and deliver personalised and differentiated learning to support specific needs - Ability to work constructively as part of a team, understanding classroom roles and responsibilities - Ability to analyse pupil progress and provide feedback to support teaching	App/Int/ Ref	- Ability to evaluate children's learning needs and actively seek new learning opportunities - Understanding of information sharing (confidentiality) and the importance of accurate record keeping procedures - Awareness of trauma-informed and attachment-aware practice	App/Int/ Ref

• Skilled in adapting resources and approaches to meet individual learning profiles • Ability to build positive, respectful relationships with pupils, families and colleagues • Ability to liaise sensitively with parents/carers • Good understanding of relevant policies/ codes of practice, including Child Protection and Health and Safety • Good verbal and written communication skills including use of standard English both written and spoken • Ability to use ICT effectively to support learning • Willingness to attend relevant training			
Special Requirements: • Ability to build and maintain effective relationships • Able to adapt to changing circumstances and new ideas in a positive and creative manner • Ability to stay calm in challenging circumstances • Commitment to inclusion	App/Int/Ref	• Willingness to support wider school life (e.g. extra-curricular activities, pastoral initiatives) • Interest in further professional development and leadership within support staff teams	App/Int/Ref