



Higher Level Teaching Assistant/Cover Supervisor Person Specification – December 2018

Cambridge Primary Education Trust (CPET) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This appointment is subject to an Enhanced DBS check and references.

Role: Higher Level Teaching Assistant/Cover Supervisor		Closing Date: 03/01/2019	
Name of Applicant:		Date:	
Name(s) of persons shortlisting:			
CRITERIA	PERSON SPECIFICATION	Essential	Desirable
Educational Qualifications	<ul style="list-style-type: none"> Passes in GCSE English & Mathematics (Grade C and above) A level qualifications HLTA qualification Evidence of regular, relevant and recent professional development 	✓ ✓	✓ ✓
Work Experience	<ul style="list-style-type: none"> Experience of using ICT Experience of working in a school or college environment Experience of working with children/young people 	✓ ✓	✓
Knowledge, Skills and Abilities	<ul style="list-style-type: none"> Ability to organise/support others in their day-to-day duties Ability to communicate effectively and efficiently Practical experience of working with children/young people Ability to maintain confidentiality of staff/student information A willingness to undertake training An understanding of child protection and safeguarding issues First-aid qualifications 	✓ ✓ ✓ ✓ ✓ ✓	✓
Personal Qualities	<ul style="list-style-type: none"> Suitability to work around children and young people Good time management and organisational skills Ability to work on your own under initiative and as part of a team Excellent interpersonal skills orally and on paper Personable and well-presented Able to prioritise and meet deadlines Attention to detail Resilient in managing interruptions A desire to learn and take on new challenges Confident when responding to difficult situations Patience and a sense of humour 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	
Name of applicant:		Interview: YES/NO	
Reason for not shortlisting:			
Signed: _____			