

**BODMIN COLLEGE**  
**HIGHER LEVEL TEACHING ASSISTANT**  
**GREENFIELD CENTRE AREA RESOURCE BASE**



Specific details relating to this post are detailed below. The generic HLTA job description and person specification are also available.

**Generally**

Understanding, knowledge and experience of

- leading and managing two areas of the curriculum; **PE and Life Skills/another based on experience/qualifications of successful candidate.**
- experience of running and submitting portfolio or examination based assessment desirable but not essential
- assessing and monitoring the progression of students within a subject/area of development
- awareness of SEND and educational policies and procedures
- supporting the assessment and reporting procedures for SEND students
- experience of leading small groups of students and staff
- experience of working with students/young people with complex learning needs
- using ICT effectively
- applying good interpersonal and team working skills together with the ability to guide and support others
- good evidence of ongoing professional development (e.g. NVQ Level 3, HLTA status,)
- life and social skills curriculum together with its role as a cross curricular subject for students with special educational needs

**November 2020**