

PERSON SPECIFICATION

JOB TITLE: HLTA

DEPARTMENT: Education

E = ESSENTIAL D = DESIRABLE		SOURCE OF EVIDENCE - APPLICATION = A TEST = T INTERVIEW = I	
	1. EXPERIENCE, direct work experience, other relevant experience.	W =	
E	Substantial experience in a school environment working with a relevant age group.		A/I
E	Planning, preparing and delivering learning activities.		E
E	Supervision of staff.		A/I
			A/I
	2. KNOWLEDGE, without which the job cannot be done effectively.	W =	
E	Full working knowledge of policies and practices of schools.		A/I/T
E	Working knowledge of National Curriculum.		A/I/T
E	Good understanding of principles of child development.		A/I
E	Understanding of statutory frameworks relating to teaching.		A/I
E	Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice		A/I
	3. SKILLS & ABILITIES, Essential/Capable of doing, Desirable/Able to train.	W =	
E	ICT in particular Microsoft Office and school learning packages.		A/I
E	Excellent verbal communication and active listening skills		A/I
E	Skills and expertise in understanding the needs of all pupils and knowledge of how to help adapt and deliver support to meet individual needs		A/I
			A/I
	4. QUALIFICATIONS, TRAINING & EDUCATION, also identify training to be given. W =		
E	NVQ Level 4 or equivalent.		E
E	English and Maths GCSE Grade C or above or equivalent.		E
E	Met higher level Teaching Assistant standards.		A/I
E	First-aid training, or willingness to complete it		A/I
	5. PERSONALITY, SOCIAL SKILLS, Relationships, thinking style, disposition. W =		
E	Sensitivity and understanding, to help build good relationships with pupils		A/I
E	Enjoyment of working with children		A/I
E	Committed to positive working relationships with school and community		
			A/I
	6. OTHER FACTORS, Physical, Mobility, Availability, Conditions, etc. W =		A/I
	CONTRA INDICATIONS, if any W =		
			A/I