

## PERSON SPECIFICATION

**JOB TITLE:** HLTA

**GRADE:**

**PREPARED BY:**

**DEPARTMENT:** Education

**POST NO:**

**DATE:** 14 May 2014

<b>E = ESSENTIAL</b> <b>D = DESIRABLE</b>		<b>SOURCE OF EVIDENCE - APPLICATION = A</b> <b>TEST = T</b> <b>INTERVIEW = I</b>	
	<b>1. EXPERIENCE, direct work experience, other relevant experience.</b>	<b>W =</b>	
<b>E</b>	Substantial experience in a school environment working with a relevant age group.		<b>A/I</b>
<b>E</b>	Planning, preparing and delivering learning activities.		<b>E</b>
<b>E</b>	Supervision of staff.		<b>A/I</b>
			<b>A/I</b>
	<b>2. KNOWLEDGE, without which the job cannot be done effectively.</b>	<b>W =</b>	
<b>E</b>	Full working knowledge of policies and practices of schools.		<b>A/I/T</b>
<b>E</b>	Working knowledge of National Curriculum.		<b>A/I/T</b>
<b>E</b>	Good understanding of principles of child development.		<b>A/I</b>
<b>E</b>	Understanding of statutory frameworks relating to teaching.		<b>A/I</b>
			<b>A/I</b>
	<b>3. SKILLS &amp; ABILITIES, Essential/Capable of doing, Desirable/Able to train.</b>	<b>W =</b>	
<b>E</b>	ICT in particular Microsoft Office and school learning packages.		<b>A/I</b>
			<b>A/I</b>
	<b>4. QUALIFICATIONS, TRAINING &amp; EDUCATION, also identify training to be given.</b>	<b>W =</b>	
<b>E</b>	NVQ Level 4 or equivalent.		<b>E</b>
<b>E</b>	English and Maths GCSE Grade C or above or equivalent.		<b>E</b>
<b>E</b>	Met higher level Teaching Assistant standards.		<b>A/I</b>
			<b>A/I</b>
	<b>5. PERSONALITY, SOCIAL SKILLS, Relationships, thinking style, disposition.</b>	<b>W =</b>	
<b>E</b>	Good relationship with pupils – acting as a role model.		<b>A/I</b>
<b>E</b>	Good team player.		<b>A/I</b>
			<b>A/I</b>
	<b>6. OTHER FACTORS, Physical, Mobility, Availability, Conditions, etc.</b>	<b>W =</b>	<b>A/I</b>
	<b>CONTRA INDICATIONS, if any</b>	<b>W =</b>	
			<b>A/I</b>