PERSON SPECIFICATION

POST: HLTA

To be demonstrated in A - Application form L- Letter of application I - Interview

	Essential	Desirable	Shown in
EDUCATION AND TRAINING			
1. HLTA qualification		✓	A
2. Level 2 English & maths	✓		A
3. Evidence of recent professional development	✓		A
4. Further qualifications eg degree		✓	A
5. ICT expertise	✓		A
EXPERIENCE			
1. Teaching assistant experience covering 11-16 age range	✓		A
2. Experience in more than 1 school and/or more than 1 role		✓	A
KNOWLEDGE			
1. Recent developments in: relevant subject	✓		L
2. Assessment practices and requirements in: relevant subject	✓		L
JOB SPECIFIC REQUIREMENTS			
1. Full and sincere commitment to supporting student progress	✓		L/I
2. Suitability to work with children	✓		
PROFESSIONAL UNDERSTANDING			
1. A clear educational philosophy sympathetic to the school	✓		L/I
2. Knowledge and understanding of current educational developments		✓	L/I
3. Ability to interpret initiatives to benefit the school		✓	L/I
4. Determination to have high expectations for all students	✓		L/I
5. Clear understanding of and commitment to equal opportunities	✓		L/I
PROFESSIONAL SKILLS			
1. Ability to administer systems efficiently	✓		I
2. Ability to set realistic targets	✓		I
3. Ability to accept responsibility, exercise judgement and make decisions	✓		I
4. Ability to work with and within a team	✓		I
5. Ability to communicate and liaise effectively	✓		I
6. Ability to use ICT in teaching and learning		✓	I