

Person Specification

JOB TITLE: HLTA

HOURS 37 hours per week (Term time plus PD days)

DIVISION: SEN **PRINCIPAL:** Dennis Kirwan

DATE: April 2025 **COMPLETED BY:** Leigh Drew

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge of the professional standards for Higher Level Teaching Assistants. • Strong knowledge of sensory processing needs and the relevant strategies. • Strong knowledge of behaviour management and effective support strategies for pupils with diverse educational needs. • Knowledge of using Microsoft office in particular Outlook, Word, Excel and Teams. • Knowledge and compliance with policies and procedures relating to safeguarding and health & safety. 	
SKILLS & ABILITIES	<ul style="list-style-type: none"> • Strong interpersonal skills. • Excellent communication skills and the ability to build strong working relationships quickly with both students and staff. • Ability to use de-escalation techniques to support dysregulation. • Ability to stay calm under pressure and manage unexpected challenges. • Ability to adapt support strategies to meet individual needs. • Confident in the use of assessment data to evidence progress. • Effective team player, acting as a role model for colleagues. • Proficient in the use of IT to support learning and record-keeping. • The ability to maintain accurate records. • The ability to relate to children and young people. 	
EXPERIENCE	<ul style="list-style-type: none"> • Curriculum knowledge and experience to support and lead learning activities for students. • Experience of working as part of a team. • Some experience of planning, preparing and delivering work to specified groups of students and/or classes. • Experience of supervising students who present challenging behaviour and SEN needs. 	<ul style="list-style-type: none"> • Experience in planning, delivering and evaluating targeted interventions for small groups in core subjects.

QUALIFICATIONS	<ul style="list-style-type: none"> • NVQ Level 3 or relevant experience and a willingness to undertake this qualification. • Working at or having achieved Higher Level Teaching Assistant (HLTA) status. • GCSE Grade C/4 or equivalent in English and Maths. • Willingness to participate in CPD for further training 	<ul style="list-style-type: none"> • Trained or willingness to undertake first aid training.
PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none"> • Positive and supportive approach. • Motivated and enthusiastic. • Ability to work under pressure. • Prepared to work flexibly. 	
EQUALITY	Candidates must demonstrate understanding of, acceptance and commitment to the underlying equal opportunities.	