

**Person Specification**

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| **Role** | **Higher Level Teaching Assistant (HLTA)** | **Last Reviewed**  | March 2023 |

**Importance of a Person Specification**

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| When shortlisting, the below criteria will be assessed as either *Essential (E)* or *Desirable (D*). These criteria are reviewed throughout the selection process and will be considered if there is evidence in your *Application Form (AF*), your *Supporting Statement (SS)* or if we further our criteria seeking at the *interview stage (I).*  Your application form therefore needs to identify and provide some examples of how and why you feel you can demonstrate some or all of the criteria below. |

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| **JE** | **Criteria** | **Essential** | **Desirable** | **How Assessed** |
|  | **Personal Qualities** |  |  |  |
| II2 | Ability to take own initiative and prioritise own work load with little or no supervision  | E |  | AF/SS |
| IC4 | Excellent interpersonal skills with the ability to communicate in written and verbal forms to a variety of audiences. Highly developed interpersonal caring or training skills in order to meet the very demanding needs of pupils | E |  | AF/SS |
| S | Ability to work as part of a team and individually | E |  | AF |
| MC3 | Prolonged periods of enhanced mental attention are for all or most of the working day | E |  | I |
| P1 | Ability to undertake work which requires, occasional physical effort | E |  | AF/I |
|  | **Knowledge & Skills** |  |  |  |
|  |  |  |  |  |
| K3 | Awareness of the inclusion of children and young people with ASC. Work with setting staff to improve the outcomes for children and young people with ASC | E |  | AF/SS |
| K2 | Basic literacy and numeracy skills required | E |  | AF/SS |
| K1 | Ability to follow straight forward instructions | E |  | SS/I |
| K1 | Ability to maintain basic work records electronically and in writing | E |  | AF/SS |
|  | **Technical** |  |  |  |
| S | Ability to deliver a programme of work/training/strategies to support child/young person with ASC | E |  | AF/SS |
|  | **Experience** |  |  |  |
| S | 1. Successful experience of working with young people with ASC and other SEND.
 | E |  | I/AF/SS |
| S | An understanding of the diverse learning and social needs of young people particularly those with ASC. | E |  | AF/SS |
| RPh1 | Experience in handling or processing information with accuracy, security and confidentiality with normal levels of care | E |  | AF/SS |
| ED3 | Experience of working with people with emotional and social health issues | E |  | AF/SS |
|  |  | E |  | AF/SS |
|  | **Qualifications**  |  |  |  |
|  |  |  |  |  |
|  | 5 A\*-C Grades GCSE including English and Math’s |  | D | AF |
|  | NVQ L2/L3 |  | D | AF |
|  | HTLA qualification |  | D | AF |
|  | **Service** |  |  |  |
|  | A commitment to working for the benefit of others | E |  | SS / I |
|  | A commitment to working within the expectation outlined in the Catholic purpose of all job descriptions | E |  | SS / I |