

HLTA PERSON SPECIFICATION

Education & experience	Essential	Desirable
Meet HLTA standards or equivalent qualification or experience	✓	
Hold qualifications relevant to Teaching Assistance at a level equivalent to at least NQF Level 3	✓	
Demonstrable levels of numeracy & literacy equivalent to GCSE (A-C / 9 - 5)	✓	
Training in relevant learning strategies e.g. literacy, speech and language	✓	
A minimum of two years' experience of working with children in a paid capacity, preferably in an education setting	✓	
Evidence of specialism in specific curriculum areas or areas of particular learning difficulty		✓
Attend induction training; training as appropriate and training relevant to the post, including behaviour management and Child Protection training	✓	
Knowledge & understanding	Essential	Desirable
Knowledge of the requirements of the National Curriculum for English and Maths	✓	
Understanding of behaviour management strategies	✓	
Understanding of First Aid procedures within an education setting		✓
Knowledge of Safeguarding legislation and responsibilities & procedures within an education setting	✓	
Skills	Essential	Desirable
Effective oral and written communication skills	✓	
Excellent interpersonal skills in working relationships, forming effective professional relationships with a wide range of contacts	✓	
Good organisational and time management skills	✓	
Sound IT skills to support learning; create and maintain Learning Support Profiles; and plan and produce learning resources	✓	
Input data into spreadsheets and computer programs (SIMS & pupil tracking systems) and be able to analyse these results to track progress	✓	
Abilities	Essential	Desirable
Able to form and maintain appropriate professional relationships and boundaries with children and young people, including young people with behavioural needs	✓	
Ability to organise, lead and motivate a team	✓	
Ability to be an effective member of a department, able to demonstrate teamwork, understanding and reflection	✓	
Ability and willingness to work constructively as part of a team	✓	
Ability to supervise pupils effectively both in and out of school in line with the school's behaviour policy	✓	
Ability to plan, support and deliver lesson activities and resources	✓	
Ability to adapt lessons and support with differentiation for students with SEND	✓	
Ability to deal with sensitive information in a confidential manner	✓	
Ability to help children and young people to transfer and apply learning to other aspects of their lives	✓	
Ability to model positive behaviour and communication to young people	✓	
Ability to work in partnership with parents and teachers	✓	
.Ability to use own initiative and work flexibly	✓	
Ability to model and share good practice with teachers and members of the Learning Support Department	✓	
Other	Essential	Desirable
Empathy with young people who have a broad range of barriers to their learning	✓	
A commitment to helping students achieve through education and learning	✓	

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An understanding of and a genuine commitment to Equal Opportunities	✓	
An excellent record of punctuality and attendance	✓	
Ability to demonstrate personal integrity	✓	
Ability to support the aims and ethos of the school	✓	
Flexibility in the approach to work and the demands of the post	✓	
Willingness to undertake continuing professional development	✓	
An ability and willingness to support the Christian ethos of the School	✓	