



# Gillingham Primary School

School Road, Gillingham, Dorset SP8 4QR

Tel: 01747 823245

e-mail: [office@gillinghamprimary.dorset.sch.uk](mailto:office@gillinghamprimary.dorset.sch.uk)

[www.gillinghamprimary.dorset.sch.uk](http://www.gillinghamprimary.dorset.sch.uk)

Headteacher: Mrs Sue Preston

## HLTA PERSON SPECIFICATION

	<b>Essential</b>	<b>Desirable</b>
<b>Education and Training</b>		
Good education including English and Maths at GCSE or equivalent	✓	
NVQ Level 3 Teaching Assistant / Supporting Teaching and Learning in Schools or equivalent	✓	
HLTA Qualification or Teaching Qualification	✓	
Safeguarding and Child Protection Training		✓
<b>Experience &amp; Skills</b>		
Previous experience of managing a whole class in the primary phase as a teacher or HLTA	✓	
Knowledge of the requirements of the national curriculum	✓	
Understanding of Behaviour Management strategies.	✓	
Good ICT skills and understand how ICT can be used to support learning	✓	
Ability/experience in thinking through and implementing strategies to enhance pupil learning	✓	
Ability to organise the classroom activities, eg, preparing and setting out resources and implementing strategies for T&L	✓	
Able to plan and prioritise regular and irregular tasks	✓	
Able to clarify and explain instructions to children and utilise a variety of strategies to engage and support children in their learning	✓	
Able to motivate and engage children	✓	
Experience/ability to contribute to discussions on curriculum delivery and classroom planning	✓	
Ability to maintain records	✓	
Experience of working with children with Special Educational Needs	✓	
Experience of delivering intervention programmes to support and challenge pupils in literacy and numeracy	✓	
First Aid certificate		✓
<b>Personal Attributes</b>		
Able to work well independently and as part of a wider team	✓	
An effective communicator	✓	
Ability to remain professional and maintain confidentiality at all times	✓	
Trustworthy, approachable, calm and encouraging support to children	✓	
Passionate about positively changing the lives of children	✓	
Ability to use own initiative and follow instructions	✓	
Ability to work in partnership with parents and teachers	✓	
An understanding of and a genuine commitment to equal opportunities	✓	
Ability to work flexibly and adapt to change	✓	
Be able to reflect on and adapt own practice effectively, responding to the changing needs of children	✓	
Demonstrate good organisational and time management skills	✓	
Be willing to attend further training as necessary	✓	
Proven track record of managing own workload successfully	✓	
Ability to form and maintain appropriate relationships and personal boundaries with children and young children in line with Gillingham Primary School's: <ul style="list-style-type: none"> <li>• Safeguarding and Child Protection policies</li> <li>• Code of Conduct.</li> </ul>	✓	

