

Person Specification

POST TITLE:

HLTA

SCHOOL:

Leopold Primary School

PLEASE NOTE

The method of assessment for each criterion is shown in the right hand columns. The shortlisting criteria are indicated by asterisk in the application form column. Shortlisting for interview will be based solely on whether the candidate indicates on their application form that they meet these Shortlisting Criteria. All mandatory criteria are underlined. The successful candidate must satisfy all of the mandatory criteria, and will normally meet all or most of the other appointment criteria. All candidates must satisfy the Equal Opportunities and Customer Care criteria which are mandatory.

	METHOD OF ASSESSMENT		
	APPLICATION FORM	INTERVIEW	TEST
1. ABILITIES			
(a) Previous successful experience of using information and communication technology to support learning.	*		
(b) Previous successful experience of operating a range of resources and equipment in a learning environment, including videos, photocopiers.	*		
(c) Ability to absorb and understand a wide range of information concerning the functions of the school.	*	*	
(d) Ability to build and form working relationships with pupils, parents/carers and colleagues, to work flexibly across professional and operational boundaries, and to work as a member of a team.	*	*	
(e) Ability to work on own initiative, and to prioritise between conflicting demands.	*	*	
(f) Ability to self-evaluate learning needs and to develop new skills and learning opportunities.		*	
2. SKILLS			
(a) Evidence of commitment to continuous learning within a learning environment.	*	*	
(b) Strong verbal and written communication skills appropriate to the need to communicate effectively with a wide range of pupils, teachers/carers.	*		*
(c) Strong numeracy skills appropriate to the learning levels of the target pupil groups.	*		*

	METHOD OF ASSESSMENT		
	APPLICATION FORM	INTERVIEW	TEST
(d) The ability to converse at ease with members of the public and provide advice and information in accurate spoken English			
3. KNOWLEDGE			
(a) Full working knowledge of relevant education policies, codes of practice and procedures, and awareness of relevant legislation.		*	
(b) Working knowledge and understanding of national/foundation stage curriculum and other relevant learning programmes and strategies.	*		
(c) Understanding of key principles of child development and learning.	*		
4. EXPERIENCE			
(a) Previous successful experience in working with children of <i>[insert age]</i>	*		
5. EDUCATION AND PROFESSIONAL QUALIFICATIONS ESSENTIAL TO THE POST			
(a) HLTA qualification or above	*		
(b) Evidence of successful completion of training in relevant strategies, e.g. literacy and/or in particular curriculum areas such as bi-lingual, sign language, dyslexia, ICT, maths English CACHE.	*		
6. <u>EQUAL OPPORTUNITIES RELEVANT TO THE POST</u> (mandatory)			
Understanding and commitment to the Council's Equal Opportunities policy.	*	*	
7. <u>CUSTOMER CARE RELEVANT TO THE POST</u> (mandatory)			