



PERSON SPECIFICATION

HLTA

Factor	Essential	Desirable	Method of assessment
Be passionate about learning and wanting our school to provide the best possible learning experiences for all of our pupils, this includes supporting the provision of OUTSTANDING learning across our school.			
Safeguarding children			
Committed to ensuring all pupils in our school are kept safe	✓		Application form Interview
Enhanced DBS check	✓		Recruitment checks
Equal opportunities			
Committed to ensuring that all members of our school community can achieve excellence	✓		Application form Interview
Qualification and experience			
Hold (or working towards) NVQ Level 2/3 or equivalent	✓		Application form BSL assessment
Experience of working in a school	✓		Application form
Hold HLTA Qualification	✓		Application form
Experience of working in early years setting		✓	Application form
Good written communication skills	✓		Application form Task
Good oral communication skills	✓		Interview
Paediatric First Aid Trained		✓	Application form
Supporting learning			
Ability to lead learning activities with groups of pupils	✓		Task
Ability to explain what pupils have learnt	✓		Interview

Factor	Essential	Desirable	Method of assessment
Understanding of key factors that enable pupils to learn		✓	Application form Interview
Contribute to individual learning plans		✓	Application form Interview
Knowledge of different stages of primary education		✓	Application form Interview
Behaviour management			
Able to maintain a positive learning environment	✓		Application form Task
Knowledge of positive strategies to promote excellent learning behaviours		✓	Interview
Communication			
Experience of attending staff / team meetings		✓	Application form
Strong communication with teachers	✓		Interview
Able to manage own time in line with school events	✓		Interview
Understand the need to maintain appropriate confidentiality	✓		Interview
Supporting pupil welfare			
Experience of providing welfare support for pupils (eg first aid if appropriately trained)		✓	Interview
Knowledge of safeguarding practice in a school (see DFE: Keeping children safe in education part 1)		✓	Interview
Support EYFS Lunch Time		✓	Application form
Developing self			
Commitment to own improvement through professional development / further study	✓		Application form Interview