



Person Specification HLTA

A – Application Form

I - Interview

1. Qualifications and Experience	Essential	Desirable
Successful experience working with children in a school/early years environment (A&I)	✓	
Educated to NVQ Level 3 in learning support/early years or equivalent qualification/experience (A&I)	✓	
Meet Higher Level Teaching Assistant standards (A&I)	✓	
Basic knowledge of First Aid (A)		✓
Understand classroom roles and responsibilities and your own position within these (A&I)	✓	
Good reading and writing skills (A&I)	✓	
Good numeracy skills (A&I)	✓	
Full working knowledge of ICT to support learning (A&I)	✓	
2. Communication	Essential	Desirable
Ability to write detailed reports, letters etc. (A&I)	✓	
Ability to use clear language to communicate information unambiguously (I)	✓	
Ability to listen effectively (I)	✓	
Specialist language/communication skills if appropriate (I)	✓	
Ability to negotiate effectively with adults and children (I)	✓	
3. Working with children	Essential	Desirable
Ability to demonstrate effective implementation of the school's behaviour management policy and strategies which contribute to a purposeful learning environment (A&I)	✓	
Successful completion of training to support SEN if appropriate (A&I)	✓	



Working knowledge and experience of implementing national curriculum and other relevant learning programmes (A&I)	✓	
Good working knowledge of specialist curriculum area(s) if appropriate (A&I)	✓	
Understanding of statutory frameworks relating to teaching (A&I)	✓	
Detailed understanding of child development and learning processes (A&I)	✓	
Ability to assess and record progress and performance and recommend appropriate strategies to support development (A&I)	✓	
Motivate, inspire and have high expectations of pupils (I)	✓	
Understand and support the importance of physical and emotional wellbeing (A&I)	✓	
4. Working with others	Essential	Desirable
Ability to make a proactive contribution to the work of the team supporting children, their families and carers through thinking, planning etc. (A&I)	✓	
Ability to work with parents and carers to improve support for children (A&I)	✓	
Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults (A&I)	✓	
Ability to work effectively with a range of adults (A&I)	✓	
Contribute to the development and implementation of effective systems to share information (A&I)	✓	
5. Responsibilities	Essential	Desirable
Good organisational skills. (A&I)	✓	
Ability to remain calm under pressure. (A&I)	✓	
To be flexible. (A&I)	✓	
Follow instructions accurately. (I)	✓	
Use own initiative and work independently. (I)	✓	
Ability to manage and support the work of others. (A&I)	✓	
Ability to manage own time effectively. (A&I)	✓	
Ability to adapt quickly and effectively to changing circumstances, situations. (A&I)	✓	



Demonstrate creativity and an ability to resolve problems independently. (A&I)	✓	
6. General	Essential	Desirable
Awareness of and promotion of equality. (I)	✓	
Good understanding of Health & Safety. (I)	✓	
Good understanding and effective implementation of child protection procedures. (I)	✓	
Understand procedures and legislation relating to confidentiality. (I)	✓	
Demonstrate a clear commitment to develop and learn in the role (A&I)	✓	
Constantly improve own practice / knowledge through self-evaluation and learning from others. (A&I)	✓	