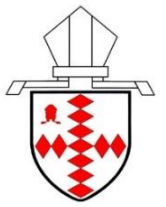


Southwark Diocesan
Board of Education

Christ Church C of E Primary School Shooters Hill Person Specification

POST TITLE:	HLTA
PAY SCALE:	Scale 5 32.5 hours 39 weeks
PURPOSE OF THE JOB:	To complement the work of teachers by taking responsibility for agreed learning activities both in and out of school, under an agreed system of supervision that supports the teacher with the learning outcomes. To provide high quality support in relation to the raising of educational standards and to encourage pupils to become independent learners.
RESPONSIBLE TO:	Senior Leadership Team

Criteria	Essential	Desirable
Education/Qualifications	<ul style="list-style-type: none"> • GCSE level C or higher in English and Maths OR Minimum of NVQ Level 2 in literacy and numeracy OR equivalent 	<ul style="list-style-type: none"> • HLTA status / meeting the HLTA professional Standards • NVQ Level 3 or higher qualification • A-level or degree qualification in any relevant subject
Relevant experience	<ul style="list-style-type: none"> • Evidence of effective behaviour management skills • Evidence of successfully contributing towards the raising of attainment including for pupils with SEND. • Proven experience of using ICT effectively within the classroom and for the preparation of resources. 	<ul style="list-style-type: none"> • Experience of successfully covering a class in the absence of the teacher. • Evidence of precision marking in line with the school's agreed marking policy. • Have contributed to/led support staff training • Strength in a particular area of the curriculum • Experience of working across the primary age range, including EYFS • Experience of maintaining accurate records of pupil progress and feeding back to colleagues and other professionals.
Professional Knowledge and skills	<ul style="list-style-type: none"> • Understanding of the KS1 and KS2 curriculum • ICT literate. Able to confidently use Microsoft packages, a range of software and devices. • Ability to contribute to the planning, preparation and delivery 	<ul style="list-style-type: none"> • Some knowledge of the EYFS curriculum • To understand a range of assessment techniques for tracking pupil progress



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	<p>of learning activities to whole class, small groups or individuals.</p> <ul style="list-style-type: none"> • Understanding of child protection procedures • Knowledge of key factors affecting children’s learning and progress, including those with SEND. • Knowledge of a range of strategies for behaviour management. 	
Professional Attributes	<ul style="list-style-type: none"> • Live out and convey our Christian vision and values in all interactions, behaviours and communications with colleagues and all stakeholders. • Communicate effectively and sensitively with children, colleagues, parents and carers at all times. • Seek to improve their own knowledge and practice including responding to advice and feedback. • Ability to effectively support and direct colleagues. • A flexible approach in response to the demands in a busy Primary School • Demonstrate emotional resilience • Able to work calmly and with patience • Self-motivated and able to use own initiative 	
Additional factors	<ul style="list-style-type: none"> • Good time keeping and attendance record • Understanding and respecting confidentiality • Commitment to contributing to wider school curriculum e.g. delivering after school club activities and attendance at whole-school events 	<ul style="list-style-type: none"> • Desire to work in the teaching profession • Desire to specialise in supporting children with SEND