

**HLTA Person Specification 2024**

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|  |  | Essential | Desirable |
| QUALIFICATIONS | Completed HLTA qualification |  | √ |
| Desire to complete HLTA qualification alongside role | √ |  |
| EXPERIENCE | Experience of promoting positive behaviour, conducive to learning, which is focussed on raising standards | √ |  |
| Experience of developing positive relationships with teachers and other teaching assistants | √ |  |
| Experience of taking responsibility for the co-ordination and oversight of support staff and volunteers allocated to work in the class |  | √ |
| Experience of shadowing leading a subject or a passion to do so | √ |  |
| Being responsible for running groups and intervention groups focused on improving pupil outcomes | √ |  |
| KNOWLEDGE AND UNDERSTANDING | Good understanding of what constitutes quality and high standards in learning and teaching | √ |  |
| Understanding of a range of teaching styles and techniques | √ |  |
| Good understanding of and commitment to, safeguarding | √ |  |
| Good understanding of the role of parents and the community in school | √ |  |
| Assessment and how it informs future teaching | √ |  |
| COMMUNICATION | Ability to communicate effectively in verbal and written forms | √ |  |
| Ability to develop good professional relationships within a team, making an effective contribution to high morale | √ |  |
| Someone who is prepared to liaise closely with colleagues listening to feedback and being proactive in their own development | √ |  |
| JOB RELATED SKILLS AND APTITUDES | Ability to create a happy and challenging learning environment in which to motivate and inspire pupils | √ |  |
| Ability to use effectively use teaching and organisational styles and resources, including IT, to engage and challenge pupils of all abilities | √ |  |
| Ability to target support and intervention, matched to the needs of pupils | √ |  |
| Become involved in wider school life | √ |  |
| PERSONAL QUALITIES | Flexible approach, adaptable to changing circumstances and new ideas | √ |  |
| Proactive and enthusiastic  | √ |  |
| Warmth, care and sensitivity in dealing with children | √ |  |
| Commitment to own professional development and ability to reflect upon experience | √ |  |