



HLTA Person Specification

SPECIFICATION	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Relevant experience	• Experience of working in a primary school with children across key stages • Previous experience a teaching assistant/cover supervisor working with whole class activities	• Previous experience of working as an HLTA	• Application form • Interview • References
Qualifications	• Qualifications in English/ Mathematics equivalent to at least Level 2 of the National Qualifications Framework	• Has met all the professional standards for HLTAs • Willingness to attend appropriate training courses to fulfil the functions of the job • First Aid qualification	• Interview • Application Form
Special skills and attributes	• Good communication skills • Good interpersonal skills • Ability to liaise effectively with colleagues • Ability to use initiative • Be able to organise and implement planning • Ability to work with minimum supervision • Positive attitude to the job and take pride in work • Positive approach to behaviour management	• Aware of Health and Safety issues • Knowledge of child protection issues and procedures	• References • Interview

	• Knowledge of SEN Code of Practice		
Social Skills	• Flexible approach to work • Awareness of the importance for confidentiality • Ability to work with a variety of different people • Courteous and polite	• Previous experience of dealing with a range of people and behaviours • Sense of humour	• References • Interview
Motivation	• Enthusiasm and energy to work as part of a team • Committed to providing a high quality service		• References • Application • Interview
Physical Characteristics	• Good attendance record • Flexible approach • Projects professional image for the school		• References • Application • Interview
Disclosure of Criminal Record	• Enhanced Disclosure and Barring Service (DBS) check		• Pre-appointment enhanced DBS check