



# MELBOURNE INFANT SCHOOL

Head Teacher: Mrs C Gibbs

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*Shine brightly together and reach for the stars!*

## Person Specification - HLTA

| Appointment Criteria                               |  | Essential/<br>Desirable             | Evidence |     |
|--|--|-------------------------------------|----------|-----|
| <b>Safeguarding</b>                                | Current DBS check (or willingness to undertake DBS check)  | E                                   | A        |     |
|  | Positive references  | E                                   | R        |     |
|  | Understanding of Safeguarding and Health and Safety Procedures   | E                                   | A/I      |     |
| <b>Qualifications and Experience</b>               | Recognised Higher Level Teaching Assistant qualification   | E                                   | A        |     |
|  | Recent experience of working with primary school aged children   | E                                   | A        |     |
|  | An understanding how children learn and what constitutes effective intervention teaching                     | E                                   | I        |     |
|  | Experience of supporting children individually, in small groups and in whole class situations                | E                                   | A/I      |     |
|  | Experience of using a variety of teaching styles and able to adapt style to support needs of the children    | E                                   | I        |     |
| <b>Knowledge, Understanding and Skills</b>         | Ability to work positively within a team of professional colleagues  | E                                   | A/I      |     |
|  | Excellent listening skills   | E                                   | A/I      |     |
|  | Well organised and practical   | E                                   | A/I      |     |
|  | Ability to form and maintain a range of teaching and learning strategies                                     | E                                   | A/I      |     |
|  | Ability to form and maintain appropriate professional relationships and boundaries with children and parents | E                                   | A/I      |     |
|  | Ability to organise and deliver classroom activities and ensure that pupils know what is expected of them    | E                                   | A/I      |     |
|  | Ability to deal with sensitive information in a confidential manner  | E                                   | A/I      |     |
|  | Ability to monitor and evaluate pupil performance  | E                                   | A/I      |     |
|  | <b>Personal Characteristics</b>  | Having a caring and positive nature | E        | A/I |
|  |  | Have a calm and patient manner      | E        | I   |
| Have a sense of humour                             |  | E                                   | A/I      |     |
| Confidence and enthusiasm                          |  | E                                   | A/I      |     |
| Ability to use sound judgement and self-initiative |  | E                                   | A/I      |     |

E - Essential

D - Desirable

A - Application I - Interview R - References