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**PERSON SPECIFICATION**

**HLTA**

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| Minimum Essential Requirements | **Method of Assessment** |
| Full working knowledge of relevant policies/codes of practice/legislation | Application form, Interview |
| Working knowledge and experience of implementing national/foundation stage curriculum and other relevant learning programmes/strategies | Interview |
| Good understanding of child development and learning processes | Interview |
| Understanding of statutory frameworks relating to teaching | Interview |
| Constantly improve own practice/knowledge through self-evaluation and learning of others | Interview |
| Ability to relate well to children and adults | Interview |
| Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these | Interview |
| Can use ICT effectively to support learning | Interview |
| Has sound speaking and listening skills to extend language in discussion | Interview |
| Can plan, implement and evaluate learning activities | Interview |
| Can undertake pupil assessment | Interview |
| Can manage the behaviour of pupils in a reasonable manner | Application form, Interview |
| Has a caring positive attitude towards pupils’ welfare | Interview |
| Has an awareness of pupils with special educational needs | Interview |

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| Can maintain trust and confidentiality where appropriate | Interview |
| Can assist the school in forming a partnership with parents | Application form, Interview |
| Has practical and organisational skills to contribute to prepare and manage educational resources | Application form, Interview |
| Can complete and maintain pupils’ records | Interview |
| **Experience, qualifications and training (if any)** |  |
| Meet Higher Level Teaching Assistant standards or equivalent qualifications or experience | Application form |
| Training in the relevant strategies, e.g. literacy | Application form |
| Excellent Numeracy/literacy skills – equivalent to NVQ Level 2 in English and Maths | Application form |
| Experience working with children of relevant age in a learning environment | Application form, Interview |
| Specialist skills/training in curriculum or learning area, e.g. bilingual, sign language, ICT | Application form, Interview |
| **Work related circumstances** |  |
| Can maintain personal presentation that sets high standards for the pupils | Application form, Interview |
| Can work within the Academy Policies to do with Equal Opportunities, Child Protection, Health & Safety, Finance and Smoking etc. | Application form, Interview |