

Person Specification

HLTA

Criteria	Essential	Desirable
Qualifications		
GCSE English and Maths or equivalent e.g. Adult Literacy/Numeracy at level 1	X	
Level 4 NVQ for Teaching Assistants or equivalent qualification or educated to graduate level.	X	
Other relevant qualifications relating to the post e.g. Level 4 NVQ in Health/Childcare, first aid qualification.		X
Evidence of further training/development and/or willingness to participate in further training and development opportunities e.g. relevant learning strategies, literacy and/or particular curriculum or learning area such as sign language, bi-lingual, dyslexia, ICT, math, English etc.		X
Experience		
Experience of working in a team situation.	X	
Experience of working with or caring for children of relevant age e.g. voluntary organisation or parental/caring responsibilities	X	
Experience of working with pupils with additional educational needs and more able special educational needs	X	
Experience of working in a relevant discipline.	X	
Provide evidence of having previously spoken fluently to customers at an Advanced Threshold Level	X	
Clerical/administrative/financial experience		X

Knowledge and Skills		
Will possess a full and in depth working knowledge of the School's relevant policies/procedures/codes of practices with an outline understanding of relevant legislation.	X	
Will have in depth knowledge of the policies covering their service area	X	
In depth knowledge of childcare with an understanding/awareness of the principles of child development and learning processes as appropriate	X	
Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies	X	
Excellent organisational and problem solving skills with the ability to work proactively and independently.	X	
Excellent communication skills.	X	
Enhanced advisory, guiding, negotiating and persuasive skills at a developed level.		X
Excellent numeracy/literacy skills	X	
Excellent ICT skills.		X
Ability to use relevant equipment/resources.	X	
Ability to self-evaluate learning needs and actively seek new learning opportunities.	X	
Ability to understand classroom roles and responsibilities		X
Ability to self-evaluate learning needs and actively seek new learning opportunities.	X	
An understanding of the needs of a multicultural society.		X
An understanding of the issues relating to pupils who have additional learning needs, more able and special educational needs.		X
In depth knowledge and practical experience of behaviour management.		X

Knowledge and commitment to schools Equality policy.	X	
In depth knowledge and practical experience of Health and Safety requirements	X	
In depth knowledge and practical experience of child protection.	X	
Ability to relate well to pupils and adults.	X	
Ability to work constructively as part of a team with a willingness to share knowledge, expertise and experience.	X	
Ability to remain calm under pressure; prioritising conflicting demands.	X	
Demonstrate a commitment to working with children of the relevant age.	X	
Demonstrate good co-operative, interpersonal and effective listening skills.	X	
In depth knowledge and experience of maintaining confidentiality in matters relating to the school, its pupils, parents or carers.	X	
Ability to perform all duties and tasks with reasonable adjustments where necessary, working flexibly and willing to accept change.	X	
Ability to cope with the requirements of the post, which will include working with pupils who have emotional/behavioural/physical difficulties.		
In line with the Immigration Act 2016; you should be able to demonstrate fluency of the English Language at an Advanced Threshold Level		