



Person Specification

Qualifications and Training

Essential

- HLTA status or equivalent significant experience.
- Good general education including GCSE English and Maths grade C or above or equivalent.
- Evidence of recent professional development.
- Safeguarding training or willingness to undertake training immediately.

Desirable

- Training in EAL or language acquisition.
- Training in trauma-informed approaches.

Experience

Essential

- Experience supporting primary-aged pupils.
- Experience delivering small-group or one to one interventions.
- Experience supporting pupils with English as an Additional Language.
- Experience maintaining accurate records.

Desirable

- Experience completing baseline assessments.
- Experience supporting families who are new to the UK or new to school systems.
- Experience liaising with inclusion teams or external agencies.

Knowledge and Understanding

Essential

- Understanding of effective strategies for supporting new arrivals and pupils learning English.
- Good understanding of expectations in reading, writing and mathematics.

- Awareness of challenges faced by pupils joining mid-year.
- Strong understanding of safeguarding and professional boundaries.
- Understanding of the importance of positive relationships with families.

Desirable

- Knowledge of local support services for families or refugee pupils.
- Familiarity with EAL proficiency frameworks.

Skills and Abilities

Essential

- Clear and sensitive communication skills with pupils, staff and parents.
- Ability to build trust with children who may be anxious or unsettled.
- Ability to carry out assessments accurately and share information appropriately.
- Ability to plan and deliver high-quality intervention sessions.
- Good organisational skills and the ability to prioritise.
- Ability to adapt communication for pupils with limited English.
- Competence with ICT for record keeping.

Desirable

- Ability to create visual and language support resources.
- Ability to communicate in an additional language.

Personal Qualities

Essential

- Warm, approachable and welcoming manner.
- Resilience and emotional sensitivity.
- Reflective and solution-focused.
- High expectations for behaviour and learning.
- Commitment to inclusion and equality of opportunity.
- Flexible, positive and calm under pressure.

Additional Requirements

Essential

- Commitment to ongoing professional development.
- Commitment to safeguarding and the welfare of children.

- Willingness to cover classes for short-term staff absence or meetings as required.
- Enthusiasm for developing a new role and confidence in learning and implementing training and guidance at all stages.