

## HLTA Person Specification

Specification	Essential	Desirable	How Identified
<b>Relevant experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in a school with children across key stages</li> <li>• Previous experience a teaching assistant/cover supervisor working with whole class activities</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of working as an HLTA</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> <li>• References</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualifications in English/ Mathematics equivalent to at least Level 2 of the National Qualifications Framework</li> <li>• Has met all the professional standards for HLTAs</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to attend appropriate training courses to fulfil the functions of the job</li> <li>• First Aid qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Interview</li> <li>• Application Form</li> </ul>
<b>Special skills and attributes</b>	<ul style="list-style-type: none"> <li>• Good communication skills</li> <li>• Good interpersonal skills</li> <li>• Good organisational skills</li> <li>• Ability to liaise effectively with colleagues, parents and carers</li> <li>• Ability to use initiative</li> <li>• Be able to organise and implement planning</li> <li>• Ability to work with minimum supervision</li> <li>• Positive attitude to the job and take pride in work</li> <li>• Positive approach to behaviour management</li> <li>• Knowledge of SEN Code of Practice</li> <li>• Knowledge of child protection issues and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Aware of Health and Safety issues</li> </ul>	<ul style="list-style-type: none"> <li>• References</li> <li>• Interview</li> </ul>
<b>Social Skills</b>	<ul style="list-style-type: none"> <li>• Flexible approach to work</li> <li>• Awareness of the importance for confidentiality</li> <li>• Ability to work with a variety of</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of dealing with a range of people and behaviours</li> </ul>	<ul style="list-style-type: none"> <li>• References</li> <li>• Interview</li> </ul>

	<ul style="list-style-type: none"> <li>different people</li> <li>Courteous and polite</li> </ul>		
<b>Motivation</b>	<ul style="list-style-type: none"> <li>Enthusiasm to work as part of a team</li> <li>Committed to providing a high quality service</li> </ul>		<ul style="list-style-type: none"> <li>References</li> <li>Application</li> <li>Interview</li> </ul>
<b>Physical Characteristics</b>	<ul style="list-style-type: none"> <li>Good attendance record</li> <li>Flexible approach</li> <li>Projects professional image for the school</li> </ul>		<ul style="list-style-type: none"> <li>References</li> <li>Application</li> <li>Interview</li> </ul>
<b>Disclosure of Criminal Record</b>	<ul style="list-style-type: none"> <li>Enhanced Disclosure and Barring Service (DBS) check</li> </ul>		<ul style="list-style-type: none"> <li>Pre-appointment enhanced DBS check</li> </ul>