

Person Specification HLTA – LEVEL 4

Qualifications - Essential

- Teaching Assistant Induction Training
- **Desirable** 5 GCSE or equivalent, including Maths and English
- **Desirable** First Aid qualification

Relevant experience - Essential

- Some experience of classroom administration support
- Ability to plan and organise effectively
- Ability to work with small groups or an individual pupil

Knowledge and Understanding - Essential

- A comprehensive knowledge of school-based education including child development
- Non-school based support agencies

Skills - Essential

- Good communication skills and ability to relate well to children, staff and parents
- Evidence of working as part of a team
- ICT and the willingness to update skills and undertake further training
- Ability to supervise whole classes
- **Desirable** Specialist skills, training or experience e.g. Art, Music, ICT, display etc.
- **Desirable** Ability to train, supervise and develop other staff

Job-related personal skills - Essential

- Ability to bring to the role, initiative, enthusiasm and commitment
- Flexibility and reliability
- Willingness to develop skills with further training

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Emotional resilience in working with challenging behaviours; and
- Attitudes to use of authority and maintaining discipline.