

Person Specification – PPA Cover Supervisor (HLTA)

Please ensure your application includes examples of how you meet the essential criteria.

No.	Area	Essential	Desirable
1	Qualifications and Training		
1.1	Have HLTA status (or intention to gain HLTA status upon appointment) or equivalent qualification or experience	✓	
1.2	Minimum 'C' grade or better in Maths and English at GCSE or equivalent	✓	
1.3	Specialist training in an appropriate curriculum or learning area (e.g. speech and language)		✓
2	Experience		
2.1	Experience of teaching whole classes	✓	
2.2	Minimum 2 years' experience working with or caring for children of a relevant age in an educational setting	✓	
2.3	General understanding of the National Curriculum	✓	
2.4	An understanding of child development and learning	✓	
2.5	Support of inclusion and vulnerable groups in a school setting	✓	
2.6	Track record of positive outcomes when working with children with SEND		✓
2.7	Evidence of specialism in specific curriculum areas or areas of particular SEND		✓
3	Knowledge and job-related abilities		
3.1	The ability to provide support for all pupils, including those with special needs, ensuring their safety and access to learning activities	✓	
3.2	Promote good behaviour, dealing promptly with conflict and incidents in line with the agreed school policies	✓	
3.3	The ability to undertake pupil record keeping as requested	✓	
3.4	The ability to plan and deliver structured teaching and learning activities	✓	
3.5	Awareness of procedures relating to child protection, health, safety and security, confidentiality and data protection	✓	
3.6	Understanding of statutory frameworks relating to teaching		✓
3.7	Understanding a range of support services and other agencies as appropriate		✓
3.8	Ability to plan effective actions for pupils at risk of underachieving		✓
4	Personal qualities and attributes		
4.1	Establish good working relationships with pupils and other adults	✓	
4.2	Act as a role model to others in school	✓	

4.3	Provide detailed and regular feedback to teachers and pupils on achievements and progress	✓	
4.4	Establish excellent communication skills, with children and colleagues	✓	
4.5	Show patience, reliability, flexibility and trustworthiness	✓	
4.6	Demonstrate a positive approach to inclusive practice, with children and colleagues	✓	
4.7	Support the use of ICT in learning activities and develop pupil's competence and independence in its use	✓	
4.8	Ability to direct the work, where relevant, of other adults in supporting learning	✓	
4.9	Be self-reflective identifying and celebrating successes and recognising areas for further development	✓	