

# PERSON SPECIFICATION

## POST: HLTA Behaviour

L = Letter

I = Interview

A = Application

	Essential	Desirable	Comments
<b>Qualifications and Training</b>			
1. HLTA qualification		✓	App
2. English & maths – grade 4 or above	✓		App
3. Evidence of recent professional development	✓		App
4. Further qualifications e.g. degree		✓	App
5. ICT expertise	✓		App
<b>Experience</b>			
1. Teaching assistant experience in a school	✓		App
2. Experience in more than 1 school and/or more than 1 role		✓	App
<b>Knowledge</b>			
1. Recent developments in relevant subject	✓		L
2. Assessment practices and requirements in relevant subject	✓		L
<b>Job Specific Requirements</b>			
1. Full and sincere commitment to supporting student progress	✓		L/I
2. Suitability to work with children with appropriate clearance	✓		
<b>Professional understanding</b>			
1. A clear educational philosophy sympathetic to the school	✓		L/I
2. Knowledge and understanding of current educational developments		✓	L/I
3. Ability to interpret initiatives to benefit the school		✓	L/I
4. Determination to have high expectations for all students	✓		L/I
5. Clear understanding of and commitment to equal opportunities	✓		L/I
<b>Professional Skills</b>			
1. Ability to administer systems efficiently	✓		I
2. Ability to set realistic targets	✓		I
3. Ability to accept responsibility, exercise judgement and make decisions	✓		I
4. Ability to work within a team	✓		I
5. Ability to communicate and liaise effectively	✓		I
6. Ability to use ICT in teaching and learning		✓	I