**Person Specification for role of HLTA Scale 5**

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| Recognised qualification in English and Maths to at least GCSE, graded “C” | E |
| Excellent numeracy/literacy/IT skills | E |
| Capability to manage, organise and motivate children | E |
| An enthusiasm and commitment for working with children | E |
| Confidence to actively contribute to lesson and resource planning | E |
| Confidence to direct the work, where relevant, of other adults in supporting learning | E |
| Flexible and adaptable | E |
| Proven ability to communicate competently and effectively, both orally and in writing | E |
| The ability to demonstrate experience of working positively with staff and parents | E |
| Ability to negotiate and reach agreements. | E |
| Knowledge and understanding of records that can support discussions and report writing with the staff on progress and development of individual children | E |
| Knowledge and understanding of how children learn and develop | E |
| Proven successful track record of working with children with Special Educational Needs | E |
| Proven successful track record of excellent behavior management skills | E |
| Ability to demonstrate HLTA professional values and practice included in the Job Description Appendix | E |
| Experience of using Makaton, PECs, colourful semantics and Communication in Print, Read Write Inc | D |
| Proven successful track record of working with children on the Autistic Spectrum | D |
| Hold HLTA qualification | D |
| To demonstrate a commitment to attend meetings and, as appropriate, contribute to the policies and procedures of the school as part of a team approach | E |
| Ability to work as a member of various teams – both within  the school and with external agencies | E |
| Ability to work on own initiative | E |
| Ability to prioritise | E |
| The capacity to maintain a positive attitude | E |
| Hold a current First Aid Certificate | D |
| Commitment to and adherence to the school's equalities policy | E |

**E** *a characteristic that the person must possess on appointment*

**D** *a characteristic that can be learned or developed within an acceptable time period.*