

Person Specification

**JOB TITLE:** HLTA for the Brighter Futures Learning Partnership Trust (Based at Dunsville School)

**GRADE:** Grade 6, SCP 6-11

**RESPONSIBLE TO:** The Headteacher and Brighter Futures Learning Partnership Trust

|  |  |  |
| --- | --- | --- |
| **Qualifications** | **Essential** | **Desirable** |
| * Meet HLTA standards or equivalent qualifications and experience i.e Senior Teaching Assistant/Cover Supervisor * Senior Teaching Assistant/Cover Supervisor * GCSE or equivalent in Maths and English (Grade 5 or above or Grade C) * NVQ Level 4 for Teaching Assistant (or recognised equivalent qualification) * First Aid Certificate | **✓**  **✓**  **✓**  **✓** | **✓** |
| **Physical Attributes** |  |  |
| * Good recent health record.   **This would not preclude applications from disabled**  **candidates**. | **✓** |  |
| **Relevant experience** |  |  |
| * At least three years’ experience of working to support children’s learning gained in at least two Key Stages (EYFS, KS1 & KS2) * A good understanding of the National Curriculum and/or foundation stage curriculum (dependant on experience as stated above). | **✓**  **✓** |  |
| **Special knowledge & skills** |  |  |
| * A good understanding of curriculum matters and to be able to contribute effectively to curriculum development and delivery * In depth understanding of areas of learning, e.g. English, numeracy, science in KS 2/KS 1 * Understanding of principles of child development and learning processes. * Ability to plan effective actions for pupils at risk of underachieving. * Well-developed interpersonal skills to be able to relate well to a wide range of people. * Excellent communication skills * Have commitment to own personal and professional development. * Working in a 1:1 capacity, supporting children. | **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓** | **✓** |
| **Disposition** |  |  |
| * High expectations of self and others * Enthusiastic, reflective, organised and versatile * Committed to Continuous Professional Development and is evaluative; able to reflect on past experiences * Respects the need for confidentiality * Works collaboratively and supportively with colleagues within the school and other agencies and as part of a school team * Ability to relate well to children and work as part of a team * Is calm when working under pressure * Is honest and shows due respect and compliance to Trust policies * Is self-aware and effectively manages own time * Able and willing to use own initiative * Able and willing to be involved in the wider school community * A good sense of humour | **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓** |  |
| **Safeguarding** |  |  |
| * Has a good understanding of safeguarding * Is proactive in promoting a safeguarding culture * Understanding of child safeguarding procedures * Previous experience of dealing appropriately with safeguarding issues * Demonstrates a commitment to Fundamental British Values * Personally committee towards making improvements for children * Up to date safeguarding training | **✓**  **✓**  **✓**  **✓**  **✓**  **✓** | **✓** |
| **Personal circumstances** |  |  |
| * Circumstances should not in any way preclude attendance at evening meetings and other in-service commitments | **✓** |  |

**The school is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an enhanced Disclosure & Barring check along with other relevant employment checks.**