



# Henwick Primary School

Executive Headteacher: Mrs L Lazell

Head of School: Ms C Lotriet

Henwick Road, Eltham, SE9 6NZ

Tel: 020 8856 8627



## HLTA Person Specification

	Essential	Desirable	Evidenced by
<b>Qualifications</b>	<p>Hold HLTA status</p> <p>Minimum of NVQ Level 3 or equivalent</p> <p>Minimum of NVQ Level 2 in literacy and numeracy or equivalent</p>	<p>Training relevant to education, e.g. literacy, dyslexia, ICT, maths, etc.</p> <p>First Aid qualification</p> <p>Strong academic record including Maths and English GCSE grade C (or equivalent) or better.</p>	<p>Application form</p>
<b>Knowledge and experience</b>	<p>Recent experience of volunteering or working with primary-aged children</p> <p>Recent experience of running intervention programmes</p> <p>Strong literacy knowledge and skills</p> <p>Basic understanding of child development and learning</p> <p>Evidence of effectively contributing towards the raising of educational attainment</p> <p>Clear understanding of the processes required for managing the planning, preparation and delivery of different initiatives.</p> <p>To demonstrate an understanding of appropriate strategies for behaviour management.</p> <p>Proven experience of effectively using ICT and the preparation of resources.</p>	<p>Experience of teaching and supporting children with SEN and those with additional behaviour needs</p> <p>Knowledge and understanding of curriculum and assessment</p>	<p>Application form &amp; interview</p>
<b>Personal</b>	<p>Enjoy working with children</p> <p>Be enthusiastic, highly motivated and flexible</p> <p>Good verbal communication skills</p> <p>Ability to relate well to children and adults</p>	<p>Experience of communicating effectively with parents &amp; carers</p>	<p>Application form &amp; interview</p>



	<p>Ability to work well as part of a team and under your own initiative</p> <p>Ability to adapt to a variety of situations</p> <p>Ability to self-evaluate learning needs and actively seek learning opportunities</p> <p>Ability to safeguard and promote the welfare of children</p> <p>Have a calm approach, and an empathic nature</p> <p>Excellent punctuality, attendance and work ethic</p>		
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