



**Person Specification**

**PPA cover HLTA, Grade 7 (SCP12-17)**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>➤ Teaching Assistant NVQ Level 3 or have completed training of a similar standard (including NNEB or a certificate in Literacy &amp; Numeracy for Support Assistants)</li><li>➤ Teaching Assistant Induction Training</li></ul>	<ul style="list-style-type: none"><li>➤ 5 GCSE's or equivalent, including Maths and English</li><li>➤ First Aid qualification</li></ul>
<b>Work or relevant experience</b>	<ul style="list-style-type: none"><li>➤ At least 4 - 5 years relevant experience working in a primary educational setting</li><li>➤ Experience of classroom administration support</li><li>➤ Ability to plan and organise effectively</li><li>➤ Ability to work with whole classes, small groups and individuals</li></ul>	
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"><li>➤ An in-depth and detailed knowledge of school based education including child development</li><li>➤ Knowledge of the National curriculum including Literacy and Numeracy</li></ul>	
<b>Skills and Abilities (relevant to post)</b>	<ul style="list-style-type: none"><li>➤ Ability to supervise whole classes</li><li>➤ Good communication skills and ability to relate well to children, staff and parents</li><li>➤ Evidence of working well as part of a team</li><li>➤ ICT and the willingness to update skills and undertake further training</li><li>➤ Ability to observe, monitor and provide constructive feedback on pupils progress.</li><li>➤ Specialist skills, training or experience e.g. Art, Music, ICT, display etc.</li></ul>	



## HOLY TRINITY CE PRIMARY ACADEMY & NURSERY

	<ul style="list-style-type: none"><li>➤ Sufficiently fluent in spoken English to ensure effective performance in the role</li></ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>➤ Ability to bring to the role, initiative, enthusiasm and commitment</li><li>➤ Flexibility and reliability</li><li>➤ Willingness to develop skills with further training</li></ul>	
<b>Special Conditions</b>	<ul style="list-style-type: none"><li>➤ Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check.</li></ul>	