



CAPELLA HOUSE

Person Specification - HLTA (Therapy Assistant)

The appointment panel will be looking for evidence that the candidate has demonstrated their ability to fulfil the criteria.

Please address each and every point of the Person Specification in this section in your Letter of Application. Failure to address any or all points may result in the application not being shortlisted for interview.

A Application **I** Interview **R** References

	Criteria	Source	Essential (E) or Desirable (D)
Education, Qualifications & Training			
1	Educated to GCSE, NVQ 3 level in a relevant subject or equivalent	A	E
2	Previous experience of working with SLT and OT	A, I	D
3	Experience in administrative role in the field of child development	A, I	D
Experience			
4	With children within nurseries /schools/ voluntary groups	A, I	E
5	Of planning and organising events, functions.	A, I	D
6	Good standard of administration skills including maintaining systems and databases	A, I	D
Skills/Abilities/Knowledge			
7	Awareness and understanding of the specific needs of children with communication difficulties	A, I	E
8	Awareness and understanding of Autism, ADHD, anxieties and sensory needs.	A, I	D
9	Working knowledge and understanding of patient confidentiality, Safeguarding and Data Protection	A, I	E
10	Use and production of digital video and still photography.	A, I	D

11	Knowledge of signing such as SSE or Makaton and use of visual resources to support children with communication difficulties	A, I	D
12	Good communication skills including verbal, written, and listening skills	A, I, R	E
13	Good planning and organisational skills	A, I, R	E
14	Good observation skills	A, I	E
15	Ability to exercise tact and diplomacy	A, I, R	E
16	Ability to work collaboratively as part of a team and unsupervised.	A, I, R	E
17	High level of empathy	A, I	D
18	Ability to work under pressure in a busy working environment	A, I, R	D
19	Intermediate knowledge of IT systems and software programmes, such as Outlook, Word, Excel, Powerpoint, Access, Publisher, Google Docs, Gmail	A, I	D
Personal Qualities			
20	Motivated	A, I, R	E
21	Professional, calm and efficient manner.	A, I, R	E
22	Positive and flexible approach to work.	A, I, R	E
23	Adaptable and dependable	A, I, R	E
24	Practical and creative	A, I, R	E