

PERSON SPECIFICATION

Post Title: HLTA

Salary Scale: Support Staff Grade G

Evidence Codes

AF – Application Form

JRT – Job Related Task

D - Documentation

M - Medical

I - Interview

Job Criteria				
	Essential	Source of Evidence	Desirable	Source of Evidence
Experience	Be able to demonstrate experience in the following:			
	Working with Early Years/Primary aged children in a school setting	AF/I		
	Taking responsibility of a class during the planned absence of a teacher	AF/I/JRT		
	Building relationships with children which promote learning	AF/I/JRT		
	Gathering, collating/analysing information to make appropriate recommendations for action	AF/I		
	Providing effective and clear reports for a range of audiences	AF/I		
	Persuading/convincing pupils to take a certain course of action	JRT		

	Ability to make appropriate judgements and solve minor problems	AF/I		
	Collaborative and professional approach with all school stakeholders, including parents/carers, internal and external partners.	AF/I/JRT		
Qualifications	CACHE Level 3 Diploma / NVQ Level 3 (or relevant equivalent qualification) in Supporting Teaching and Learning	D	Degree level qualification	D
	GCSE (or relevant equivalent qualification) in English, Maths and a Science subject (minimum Grade 4).	D	HLTA status	D
Skills and Knowledge	Be able to demonstrate skills and knowledge in the following:			
	An active and creative approach to teaching that will engage the minds of our pupils	JRT		
	Knowledge and awareness of the National Curriculum for primary education	AF/I		
	Effective behaviour management skills, including whole class management	I/JRT		
	Effective organisation skills to effectively manage time and prioritise as appropriate teaching and administrative duties	JRT		
	Ability to work effectively in a team and build strong relationships with colleagues.	AF/I		
	Clear and accurate verbal and written communication skills	AF/I/JRT		

	Able to gain and maintain credibility with staff, parents/carers and other school partners.	JRT		
	Effective written communication skills, able to write records and reports appropriate to a variety of audiences	AF/I		
	Statutory legislation relevant to safeguarding, child protection, health and safety.	AF/I		
Other factors	Demonstrate mental concentration and alertness with ability to work under reasonable pressure for sustained periods	JRT		
	Demonstrate flexibility and adaptability	AF/I		
	Know when to maintain confidence (unless safeguarding concerns prevent this)	AF/I		
Personal qualities	Enjoy working with young children	AF/I/JRT		
	Able to demonstrate patience, empathy and attention to all pupils	I/JRT		
	Ability to reflect on own practice and learning and listen to advice	AF/I		
	Highly organised, self-motivated and resilient	JRT		
	To work autonomously but know when to ask for assistance or refer to more senior staff	I		
	Demonstrate a high moral commitment to the learning and achievement of all pupils	I		
	Able to inspire in pupils, colleagues and governors, respect, confidence and credibility	AF/I		

Job Circumstances	Medical clearance subject to reasonable adjustments under the Equality Act 2010 (where appropriate)	M		
	Enhanced Disclosure and Barring Service (DBS) clearance	D		
	Demonstrable evidence of continuous professional development and competence	D		
	Proactive and willing to participate in internal / external training	I		
Equalities	Understanding of and commitment to Inclusion and Equality in respect of pupils, governors, staff and the wider community.	I		