

# Person Specification

## HLTA

| Criteria                                                                                                                                                                                                                                                                                    | Essential | Desirable |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| <b>Qualifications</b>                                                                                                                                                                                                                                                                       |           |           |
| GCSE English and Maths or equivalent e.g. Adult Literacy/Numeracy at level 1                                                                                                                                                                                                                | X         |           |
| Level 4 NVQ for Teaching Assistants or equivalent qualification or educated to graduate level.                                                                                                                                                                                              | X         |           |
| Other relevant qualifications relating to the post e.g. Level 4 NVQ in Health/Childcare, first aid qualification.                                                                                                                                                                           |           | X         |
| Evidence of further training/development and/or willingness to participate in further training and development opportunities e.g. relevant learning strategies, literacy and/or particular curriculum or learning area such as sign language, bi-lingual, dyslexia, ICT, math, English etc. |           | X         |
| <b>Experience</b>                                                                                                                                                                                                                                                                           |           |           |
| Experience of working in a team situation.                                                                                                                                                                                                                                                  | X         |           |
| Experience of working with or caring for children of relevant age e.g. voluntary organisation or parental/caring responsibilities                                                                                                                                                           | X         |           |
| Experience of working with pupils with additional educational needs and more able special educational needs                                                                                                                                                                                 | X         |           |
| Experience of working in a relevant discipline.                                                                                                                                                                                                                                             | X         |           |
| Experience in having delivered effective outdoor curriculum provision and holding minibuss licence/willingness to be trained as minibuss driver                                                                                                                                             | X         |           |
| Provide evidence of having previously spoken fluently to customers at an Advanced Threshold Level                                                                                                                                                                                           | X         |           |

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| Clerical/administrative/financial experience                                                                                                                              |   | X |
| <b>Knowledge and Skills</b>                                                                                                                                               |   |   |
| Will possess a full and in depth working knowledge of the School's relevant policies/procedures/codes of practices with an outline understanding of relevant legislation. | X |   |
| Will have in depth knowledge of the policies covering their service area                                                                                                  | X |   |
| In depth knowledge of childcare with an understanding/awareness of the principles of child development and learning processes as appropriate                              | X |   |
| Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies                                                               | X |   |
| Excellent organisational and problem solving skills with the ability to work proactively and independently.                                                               | X |   |
| Excellent communication skills.                                                                                                                                           | X |   |
| Enhanced advisory, guiding, negotiating and persuasive skills at a developed level.                                                                                       |   | X |
| Excellent numeracy/literacy skills                                                                                                                                        | X |   |
| Excellent ICT skills.                                                                                                                                                     |   | X |
| Ability to use relevant equipment/resources.                                                                                                                              | X |   |
| Ability to self-evaluate learning needs and actively seek new learning opportunities.                                                                                     | X |   |
| Ability to understand classroom roles and responsibilities                                                                                                                |   | X |
| Ability to self-evaluate learning needs and actively seek new learning opportunities.                                                                                     | X |   |
| An understanding of the needs of a multicultural society.                                                                                                                 |   | X |
| An understanding of the issues relating to pupils who have additional learning needs, more able and special educational needs.                                            |   | X |

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| In depth knowledge and practical experience of behaviour management.                                                                            |   | X |
| Knowledge and commitment to schools Equality policy.                                                                                            | X |   |
| In depth knowledge and practical experience of Health and Safety requirements                                                                   | X |   |
| In depth knowledge and practical experience of child protection.                                                                                | X |   |
| Ability to relate well to pupils and adults.                                                                                                    | X |   |
| Ability to work constructively as part of a team with a willingness to share knowledge, expertise and experience.                               | X |   |
| Ability to remain calm under pressure; prioritising conflicting demands.                                                                        | X |   |
| Demonstrate a commitment to working with children of the relevant age.                                                                          | X |   |
| Demonstrate good co-operative, interpersonal and effective listening skills.                                                                    | X |   |
| In depth knowledge and experience of maintaining confidentiality in matters relating to the school, its pupils, parents or carers.              | X |   |
| Ability to perform all duties and tasks with reasonable adjustments where necessary, working flexibly and willing to accept change.             | X |   |
| Ability to cope with the requirements of the post, which will include working with pupils who have emotional/behavioural/physical difficulties. |   |   |
| In line with the Immigration Act 2016; you should be able to demonstrate fluency of the English Language at an Advanced Threshold Level         |   |   |