



Person Specification – HLTA

1. Qualifications and Experience	Essential	Desirable
Experience of successful working with primary aged children on an individual and group basis in supporting their learning and development.	✓	
Experience of working with primary age children with special educational needs.		✓
A good level of literacy and numeracy skills with at least a qualification at GCSE grade C or equivalent.	✓	
Educated to NVQ Level 3 in learning support / early years or equivalent qualification / experience.	✓	
Completion of a childcare/child development course.		✓
Evidence of continuing and relevant professional development.		✓
Meet Higher Level Teaching Assistant standards	✓	
An understanding of issues affecting children (e.g. bullying, abuse).		✓
Knowledge of a range of behaviour management strategies and techniques.	✓	
Basic knowledge of First Aid.	✓	
Understand classroom roles and responsibilities and your own position within these.	✓	
Good standard of spoken, written, reading and comprehension of English.	✓	
Good numeracy skills.	✓	
Full working knowledge and demonstrate proficiency in the use of ICT packages including Microsoft Office to support learning.	✓	
2. Communication	Essential	Desirable
Ability to write detailed reports, letters etc.	✓	
Good interpersonal skills and an ability to relate and communicate effectively with children, staff and parents.	✓	
Excellent verbal and written communication skills.	✓	
Ability to use clear language to communicate information unambiguously.	✓	
Ability to listen effectively	✓	



Specialist language / communication skills if appropriate.	✓	
Ability to negotiate effectively with adults and children.	✓	
3. Working with children	Essential	Desirable
Ability to demonstrate effective implementation of the school's behaviour management policy and strategies which contribute to a purposeful learning environment.	✓	
Successful completion of training to support SEN if appropriate.	✓	
Working knowledge and experience of implementing national curriculum and other relevant learning programmes.	✓	
Good working knowledge of specialist curriculum area(s) if appropriate.	✓	
Understanding of statutory frameworks relating to teaching.	✓	
Detailed understanding of children's needs, child development and learning processes.	✓	
Ability to assess and record progress and performance and recommend appropriate strategies to support development.	✓	
Motivate, inspire and have high expectations of pupils.	✓	
Understand and support the importance of physical and emotional wellbeing.	✓	
Be caring, approachable, firm, understanding, consistent, assertive and calm.	✓	
4. Working with others	Essential	Desirable
Ability to make a proactive contribution to the work of the team supporting children, their families and carers through thinking, planning etc.	✓	
Ability to work with parents and carers to improve support for children.	✓	
Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults.	✓	
Ability to engage constructively with and relate to a wide range of young people and families/carers with different cultural and social backgrounds.	✓	
Able to work effectively with a wide range of support services.	✓	



Ability to work effectively with a range of adults	✓	
Contribute to the development and implementation of effective systems to share information.	✓	
Demonstrate competence in networking, facilitating and developing others.	✓	
5. Responsibilities	Essential	Desirable
Good organisational skills.	✓	
Ability to remain calm under pressure.	✓	
To be flexible.	✓	
Follow instructions accurately.	✓	
Use own initiative and work independently.	✓	
Ability to manage and support the work of others.	✓	
Ability to manage own time effectively.	✓	
Ability to adapt quickly and effectively to changing circumstances, situations.	✓	
Demonstrate creativity and an ability to resolve problems independently.	✓	
Ability to identify potential barriers to learning and jointly engage in strategies to overcome these barriers.	✓	
Ability to keep neat and accurate records.	✓	
Adaptable and willing to assist with other aspects of school life.	✓	
6. General	Essential	Desirable
Awareness of and promotion of equality.	✓	
Good understanding of Health & Safety.	✓	
Good understanding and effective implementation of child protection procedures.	✓	
Understand procedures and legislation relating to confidentiality.	✓	
Demonstrate a clear commitment and willing to continue to train, learn and develop in the role.	✓	
Constantly improve own practice / knowledge through self-evaluation and learning from others.	✓	