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| **PERSON SPECIFICATION – HLTA**  |
|  | **ESSENTIAL** | **DESIRABLE** |
| Qualifications and experience | * Educated to at least NVQ Level 2 in supporting Teaching & Learning
* Willing to work towards a level 4 HLTA qualification
* Successful experience working with children in a similar role within a primary school
* Good reading and writing skills (National qualification grade C or equivalent)
* Good numeracy skills (National qualification grace C or equivalent)
 | * Educated to NVQ Level 4 in supporting Teaching & Learning
* First Aid Training with accompanying certificates
* Experience of working with SEN children in educational environment
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| Knowledge and Understanding | * The National curriculum; including expectations
* The developmental stages of children
* The procedures relating to the safeguarding of children’s welfare
* Ability to understand and support children with developmental difficulties or disability
* Ability to assess progress and performance
* Understand procedures and legislation relating to confidentiality
 | * The different ways in which children learn
* Behaviour management strategies
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| Communication | * Ability to read, write and understand reports
* Ability to communicate information clearly and coherently
* Ability to listen effectively
* Overcome communication barriers with children and their families, carers and other adults
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| Skills | * Relate well to children, school staff and parents
* Contribute to a range of teaching, learning and pastoral activities
* Help the class teacher to plan, monitor and assess using observations of the children
* Take responsibility, with minimum supervision, for delivering planned activities over an extended period to groups of children including those with special educational needs
* Work constructively as part of a team but have the ability to manage own time effectively
 | * Have effective basic ICT skills to support children’s learning
* Have basic understanding of Health & Safety
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| Personal Characteristics | * Be prepared to develop and learn in the role
* Be caring and friendly
* Be calm and patient
* Be flexible and co-operative
* Be enthusiastic and committed
* Have good organisational skills
* Participate in annual performance appraisal constructively and positively
 | * Have a good attendance record
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