

|  |  |  |
| --- | --- | --- |
| **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 |
| 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 |
| 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 |  |
| 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 |
| 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 |

|  |  |
| --- | --- |
|  |  |