

PERSON SPECIFICATION

Post:	HLTA
Date Prepared:	06/02/2017

	Essential	Desirable	Evidence
Qualifications			
Demonstrable levels of numeracy and literacy equivalent to GCSE (A*-C) or above in English, Maths and Science.	✓		Application letter and interview
HLTA standards or equivalent qualification or experience or a willingness to undertake this training.		✓	
Training in learning strategies relevant to literacy.		✓	
Experience			
A minimum of two years' experience of working with children (either paid or unpaid capacity) preferably in a secondary education setting.	✓		Application letter, interview and References
Evidence of specialism in specific curriculum areas or areas of particular learning difficulty.	✓		
Philosophy			
Commitment to the aims of the Organisation	✓		Application letter and interview
Commitment to self-evaluation and continuous improvement and commitment to sharing best practice	✓		
Professional Knowledge/understanding			
Knowledge and understanding of the requirements of the National Curriculum.	✓		Application letter and interview
Ability to support/advise teaching staff in managing behaviour.	✓		
Understanding of issues affecting behaviour and barriers to learning.	✓		
Ability to implement individual behaviour improvement strategies.	✓		
Excellent interpersonal skills both in working relationship with young pupils and in forming effective professional relationships with a wide range of contacts.	✓		
Good organisational and time management skills, including ability to multi-task	✓		
Ability to keep accurate records, and attention to detail	✓		
Ability to develop good working relationships with other staff	✓		

Ability to develop good working relationships with parents	✓		
Ability to manage potentially difficult conversations with parents/carers	✓		
Experience with SIMS		✓	
Experience with Microsoft Office	✓		
Skills, attributes and personal qualities			
Able to form and maintain appropriate professional relationships and boundaries with children and young people.	✓		Application letter and interview
Ability and willingness to work constructively as part of a team	✓		
Experience of using behaviour management strategies.		✓	
Ability to supervise pupils effectively both in and out of school in line with the school's behaviour policy.	✓		
Ability to help children and young people to transfer their learning to other parts of their lives.	✓		
Ability to provide a good role model to young pupils.	✓		
Ability to work in partnership with parents and teachers	✓		
A commitment to helping young pupils achieve, through education and learning.	✓		
Competent use of ICT skills to support learning and maintain electronic information systems.	✓		
Ability to use own initiative and work flexibly	✓		
Ability to deal with sensitive information in a confidential manner	✓		
Flexibility and ability to work under pressure and meet deadlines	✓		
Excellent written and communication skills	✓		
A commitment to deliver services with the framework of the school's equal opportunities policy	✓		
A commitment to providing a responsive and supportive service and a willingness to constantly seek ways of improving the service.	✓		
Attend school training sessions and other training opportunities.	✓		