

Person Specification-HLTA (Level 4)

Criteria	Qualities
Qualifications and experience	• Level 3 Certificate in Supporting Teaching and Learning in Schools, Level 3 Diploma in Childcare and Education, or other relevant qualification in nursery work or childcare (or willingness to work towards a qualification if not already held) • GCSEs at grades 9 to 4 (A* to C) including English and maths • Five years or more experience of working with children across the primary age range or possess HLTA qualification • Experience of planning and leading teaching and learning activities (under supervision)
Skills and knowledge	• Good literacy and numeracy skills • Good organisational skills • Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice • Knowledge and experience of delivering intervention programmes to groups of children. • Ability to use their own initiative and get the job done • Ability to build effective working relationships with pupils and adults • Skills and expertise in understanding the needs of all pupils • Knowledge of how to help adapt and deliver support to meet individual needs • Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils • Excellent verbal communication skills • Active listening skills • The ability to remain calm in stressful situations • Knowledge of guidance and requirements around safeguarding children • Good ICT skills, particularly using ICT to support learning • Understanding of roles and responsibilities within the classroom and whole school context • Understanding of effective teaching methods • Knowledge of how to successfully lead learning activities for a group or class of children • Knowledge of how statutory and non-statutory frameworks for the school curriculum relate to the age and ability ranges of the learners they support

Personal qualities	• Enjoyment of working with children • A positive outlook • Resilience • Sensitivity and understanding, to help build good relationships with pupils and parents • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • Ability to be flexible e.g. to provide cover or support at short notice • Commitment to maintaining confidentiality at all times • Commitment to safeguarding pupil's wellbeing and equality.
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Notes:

This job description may be amended at any time in consultation with the post holder.