

Person Specification-HLTA (Level 4)

Criteria	Qualities
Qualifications and experience	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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.

Notes:

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