

HLTA (Inclusion) Person Specification



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Attributes	Essential	Desirable	How Identified
Qualifications	- Meet Higher Level Teaching Assistant standards or equivalent qualification or experience. - Excellent numeracy/literacy skills – equivalent to NVQ Level 2 in English and Maths. - Training in relevant learning strategies e.g. literacy. Specialist skills/training in curriculum or learning area e.g. bi-lingual, sign language, ICT.	- Evidence of satisfactory experience as a TA, with evidence of INSET undertaken - Certificated additional qualifications e.g. NVQ / Diploma / Degree.	Interview Application
Job related Experience and Skills	- Experience working with pupils aged 11-16 - Sound Knowledge of the literacy / numeracy KS3 strategies and a good overview of Key Stage 3 & 4 curriculum. - Sound knowledge of four areas of Special Needs (depending on setting) and Code of Practice for SEND- in particular knowledge relating to the typical barriers that pupils with Social, Emotional or Mental Health needs may face - Sound knowledge of the causes and patterns of poor behaviour and strategies to address these. - To be able to work as part of a team and to have good inter-personal relationships.	- Sound knowledge of how children learn, pedagogy and how to create and maximize learning opportunities. - To have attended significant Inset relevant to job and – in the case of those working with particular SEN pupils – to have become skilled in dealing with particular areas of special need though attending LEA and other providers of specialist training. Desirable to have completed CACHE CPD SEN Level 2 or similar - Understanding of statutory frameworks relating to teaching.	Interview Application

	• Can use ICT effectively to support learning. • Full working knowledge of updated SEND legislation. • Working knowledge and experience of implementing national curriculum and other relevant learning programmes/strategies. • Ability to organise, lead and motivate a team. • Constantly improve own practice/knowledge through self-evaluation and learning from others. • Ability to relate well to children and adults. Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.		
Other Relevant Training	• Evidence of commitment to own professional development • Participate in development and training opportunities	• Additional learning/experience	Application
Person(al) Skills	• Able to foster excellent relationships with students • Good initiative and flexible approach to working • Able to interact with and motivate students whilst demonstrating a commitment • Organise and prioritise work load and meet deadlines • Able to work under pressure • Excellent communication skills • Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these. • Have high standards of punctuality, attendance and personal presentation • Ability to self-evaluate learning needs and actively seek learning opportunities.	• Good sense of humour	Interview Application

Safeguarding	• Able to demonstrate an understanding of safeguarding • Understand and be able to demonstrate a commitment to Equal Opportunities and Diversity		Interview Application
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