# HLTA (General) Person Specification

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| criteria | qualities |
| **Qualifications and training** | * GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths
* First-aid training, or willingness to complete it
* HLTA qualification or equivalent
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| **Experience** | * Experience working in a school environment or other educational setting
* Experience working with children / young people
* Experience planning and delivering learning activities
* Experience of planning and leading teaching and learning activities (under supervision)
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| **Skills and knowledge** | * Good literacy and numeracy skills
* Good organisational skills
* 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
* Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice
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| **Personal qualities** | * Enjoyment of working with children
* Sensitivity and understanding, to help build good relationships with pupils
* A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school
* Commitment to maintaining confidentiality at all times
* Commitment to safeguarding pupil’s wellbeing and equality
* Resilient, positive, forward looking and enthusiastic about making a difference
* Capacity to inspire, motivate and challenge children and young people
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# Notes:

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

Headteacher/line manager’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postholder’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_