

## HLTA EMPLOYEE SPECIFICATION

When filling in the application form, please demonstrate with clear, concise examples how you meet the requirements of the post. You will be assessed in relation to the *Essential and Desirable* criteria. Please bear in mind that you must possess the Essential Criteria on day 1 to be able to do the job. If there are large numbers of applicants for the post then all of the criteria will be used for shortlisting. Under the Disability Discrimination Act, we recognise and welcome our responsibility to remove any barriers in our recruitment and selection process. We have tried to assess this in our Job Description and Employee Specification, however if you feel that there are barriers, please tell us in the application form. As part of the DDA we are committed to making reasonable adjustments, wherever possible and it would help us to know your needs in order to do this.

Criteria No	Attributes	Criteria	Identified	Rank
	Relevant Experience	A minimum of 2 years relevant experience (or 1 year leading learning) Experience working with children of relevant age in a learning environment/successful experience in Springwell Leeds setting Several years' experience working in a relevant discipline in a learning environment Experience of working with pupils with additional needs	A/I A/I A/I A/I	Essential Essential Essential Essential
	Education and Training Attainments	Gained HLTA status, NVQ 4 or equivalent (or commitment to work towards this in the academic year) Excellent numeracy/ literacy skills (minimum GCSE C or above in English and Maths) ICT – at least a level 2 qualification Training in relevant learning strategies e.g. literacy Specialist skills/ training in curriculum or learning area e.g. SEN, SEMH, interventions, or other Gained Team Teach - Positive Behaviour Management Level 2 as a minimum (or willingness and capability to achieve this)	A/I A/I A/I A/I A/I A/I	Desirable Essential Essential Essential Essential
	General and Special Knowledge	Full working knowledge of relevant policies/ codes of practice/legislation Working knowledge and experience of implementing national/ foundation stage curriculum and other relevant learning programmes/ strategies Good understanding of child development and	A/I A/I A/I	Essential Essential Essential

learning processes  
Understanding of statutory frameworks relating to  
teaching  
Ability to organise, lead and motivate a team

A/I  
A/I

Essential  
Essential

		Constantly improve own practice/ knowledge through self- evaluation and learning from others	A/I	Essential
	Skills and Abilities	Ability to relate well to children and adults	A/I	Essential
		Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	A/I	Essential
		Effective use of ICT to support learning	A/I	Essential
		Use of specialist equipment/ resources	A/I	Essential
		Ability to self-evaluate learning needs and actively seek learning opportunities	A/I	Essential
		Relevant knowledge of first aid	A/I	Essential
		Ability to plan effective actions for pupils at risk of underachieving	A/I	
		Understand range of support services/ providers		Essential
	Additional Factors	This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment	A/I	Essential