

HLTA

Person Specification

1 EXPERIENCE		Essential	Desirable
◆ Experience of working to support children's learning		✓	
◆ Experience of delivering learning to a class		✓	
◆ Experience of working with Accelerated Reader			✓
◆ Previous HLTA experience			✓
2 QUALIFICATIONS & TRAINING		Essential	Desirable
◆ NVQ Level 4 or equivalent in a relevant subject, or HLTA status		✓	
◆ Grade C GCSE or equivalent in English and Maths		✓	
◆ First aid trained (or prepared to undertake training)		✓	
◆ Recent training in Child Protection			✓
◆ Restraint training			✓
3 KNOWLEDGE & UNDERSTANDING		Essential	Desirable
◆ An understanding of child development		✓	
◆ A good understanding of learning processes/styles		✓	
◆ Understanding of statutory framework relating to teaching		✓	
◆ Effective use of ICT to support learning		✓	
◆ Working knowledge of phonics			✓
4 SKILLS		Essential	Desirable
◆ Can identify and overcome barriers to learning		✓	
◆ Requires minimum supervision		✓	
◆ Able to quickly adapt to changing situations within the school environment		✓	
◆ Able to work with others to resolve differences of opinion and resolve conflict		✓	
◆ Can develop good, appropriate relationships with children and staff and stakeholders		✓	
◆ Actively contribute to a happy, safe and supportive environment		✓	
◆ Ability to work in an organised way, co-ordinating with other staff members		✓	
◆ Able to work within a team and is flexible to change		✓	
◆ Strong behaviour management skills		✓	
◆ Able to challenge more able learners		✓	
◆ Able to speak English spontaneously, very fluently and precisely with a good command of native expressions and colloquialisms		✓	
◆ Specialist skill/subject			✓
5 PERSONAL ATTRIBUTES & QUALITIES		Essential	Desirable
◆ Value the diversity of individuals		✓	
◆ Proactively seek opportunities to increase job knowledge and understanding and be accountable for own development		✓	
◆ Accepts support and quickly implements change		✓	
◆ Ability to communicate in a positive, effective and appropriate manner		✓	
◆ Adaptable		✓	
◆ Commitment to engage with the values of the school		✓	
◆ Friendly and approachable		✓	

PERSON SPEC – HLTA

**OXLEY PARK ACADEMY**
HUMAN RESOURCES
AT THE HEART OF TEAM OXLEY