

Person Specification – HLTA		
Qualifications	Essential	Desirable
Demonstrable levels of numeracy & literacy equivalent to GCSE (A-C) or NVQ Level 2.	✓	
Relevant qualifications at a level equivalent to at least NVQ Level 3	✓	
Other relevant qualifications (e.g. Foundation Degree in Education)		✓
Have HLTA status		✓
Training in relevant strategies e.g. literacy/numeracy		✓
Experience		
Has worked with pupils in school for a minimum of 2 years	✓	
Has experience working with SEND at KS2 & KS3 level	✓	
Has worked closely and successfully with children from different social backgrounds		✓
Planning & teaching individuals, groups and whole classes		✓
Leading and managing other support staff		✓
Training or expertise in a relevant curriculum or other learning area (e.g. Maths, Literacy, Science)		✓
Knowledge and Understanding		
HLTA Standards	✓	
Relevant policies, codes of practice and legislation including safeguarding	✓	
National Curriculum particularly literacy and numeracy		✓
Behaviour management strategies		✓
First Aid		✓
Ability to deal with sensitive information in a confidential manner	✓	
Able to form and maintain appropriate professional relationships and boundaries with students	✓	

Skills and Attributes		
Have effective oral and written communication skills	✓	
Form effective professional relationships including team working	✓	
Have good organizational and time management skills	✓	
Be able to demonstrate the HLTA standards	✓	
Be able to plan effective activities for pupils at risk of underachieving	✓	
Develop their knowledge through the evaluation of their own learning needs	✓	
Be able to work independently	✓	
Remain calm under pressure and be able to adapt to change quickly	✓	
Provide detailed and regular feedback to teachers on pupils' achievements and progress	✓	
Assis with the development and implementation of Provision Plans	✓	
Demonstrate leadership and line management skills		✓
Use coaching and mentoring skills with pupils		✓
General		
Attend school training sessions	✓	
Have empathy with those facing barriers to their learning	✓	
An understanding of and a genuine commitment to inclusion	✓	