

HLTA(TA Level 4) Person Specification

Grade G, Point 8-12

Criteria	Essential	Desirable
Qualifications/Training and Experience	<ul style="list-style-type: none"> • NVQ level 3 qualification or equivalent in a relevant subject, accredited by an Ofqual registered body (please note certificates of completion are NOT acceptable) And be committed to undertake the HLTA qualification funded by the school. Entry requirements will apply. Please refer to the HLTA National Assessment Partnership website Together with • Extensive, broad experience of working with a diverse range of pupils with special needs or in a related field • Working knowledge of national curriculum and other relevant learning programmes • Previous experience of working at level 3 • 	<ul style="list-style-type: none"> • First Aid training/training in specific non-invasive medical procedures as appropriate • MIDAS training/qualification • Working knowledge of implementing national curriculum and other relevant learning programmes • Evidence of mentoring skills at a level relevant to the role • Specialist skills/training in curriculum or learning (for example, sign language, bi-lingual, dyslexia)
Skills/Abilities	<ul style="list-style-type: none"> • Ability to deal with challenging behaviour. • Ability to act on own initiative. • Ability to motivate and encourage students. • Ability to observe and monitor progress and maintain records. • Appropriate IT and keyboard skills with a working knowledge of Microsoft Office , OneDrive and Teams • Appropriate level of data protection, security and confidentiality awareness 	<ul style="list-style-type: none"> • Ability to organise, lead and motivate a team
Personal Qualities	<ul style="list-style-type: none"> • Good communication skills • Calm, patient with a sense of humour • Team Player • Flexible attitude • For those working in the Early Years, be willing to 	<ul style="list-style-type: none"> • Understanding of corporate equalities standards and diversity issues and impact in immediate work area.

Criteria	Essential	Desirable
	lead and take part in messy play and activities	

The above aspects will be assessed across the following strategies:

Supporting Statement

Lesson Observation

Interview

References