

## 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.

<b>Post Title: HLTA</b>	<b>Directorate/School: Penny Field School</b>	<b>Grade: 23-25</b>
-------------------------	---	---------------------

Criteria No	Attributes	Criteria	How Identified	Rank
	Relevant Experience	Experience working with children of relevant age in a learning environment Experience working in a relevant discipline in a learning environment Experience of working with pupils with SEND	A/I A/I A/I	Essential Essential Essential
	Education and Training Attainments	Gained HLTA status, NVQ 4 or equivalent qualification 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. SEND, SEMH, interventions, or other	A/I A/I A/I A/I A/I	Essential Desirable Desirable 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 learning processes Understanding of statutory frameworks relating to teaching Ability to organise, lead and motivate a team	A/I A/I A/I A/I A/I A/I	Essential Essential Essential Essential Essential Essential

		Constantly improve own practice/ knowledge through self- evaluation and learning from others		
	Skills and Abilities	Ability to relate well to children and adults Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these Effective use of ICT to support learning Use of specialist equipment/ resources Ability to self-evaluate learning needs and actively seek learning opportunities Relevant knowledge of first aid Ability to plan effective actions for pupils at risk of underachieving Understand range of support services/ providers	A/I A/I  A/I A/I A/I A/I A/I	Essential Essential  Essential Essential  Essential Essential  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