

Person Specification
HLTA
Level 4

	Essential Criteria	Measured by
	Experience <ul style="list-style-type: none"> Three years experience of working to support children's learning, gained in a relevant environment. 	AF/I
	Qualifications/Training <ul style="list-style-type: none"> Meet HLTA standards or equivalent qualification and experience. Excellent numeracy/literacy skills equivalent to NVQ Level 2 in English and Maths or recognised equivalent. NVQ Level 4 for Teaching Assistant (or recognised equivalent qualification). 	AF/I/PE
	Knowledge/Skills <ul style="list-style-type: none"> Full working knowledge of relevant policies/codes of practice including school performance management policies. A good understanding of curriculum matters and to be able to contribute effectively to curriculum development and delivery. In depth understanding of areas of learning, e.g. literacy, numeracy, science, SEN or Early Years. Understanding of principles of child development and learning processes. Ability to plan effective actions for pupils at risk of underachieving. Have experience of, or demonstrate the ability to manage a team, including the monitoring, evaluation and prioritisation of others' work. Have experience of, or demonstrate the ability to develop, implement and deliver training programmes for other staff. Effective use of ICT to support learning. Use of other equipment technology – video, photocopier. Well-developed interpersonal skills to be able to relate well to a wide range of people. Excellent communication skills. 	AF/I/PE
	Behavioural Attributes <ul style="list-style-type: none"> Builds personal relationships with stakeholders, through regular contact and consultation. Coaches and empowers team members to take responsibility for ensuring customer care. Understands the schools development plan and how it relates to team and individual objectives. Accepts, supports and quickly implements change. Identifies and promotes best practice and encourage the sharing of ideas. Proactively seek opportunities to increase job knowledge and understanding. Values the diversity of individuals, adaptable approach to meet individual needs and effectively utilise the diversity of team members. Works with others to resolve differences of opinion and resolve conflict. Requires minimum supervision. Takes responsibility for own and team actions. Identifies and overcomes barriers and manage risks. Takes quick and effective action. Demonstrates focused implementation of role and responsibilities. Builds strong team ethos where everyone feels valued. Provides timely, sensitive and honest feedback on performance. Is accountable for own development and encourages the ownership of development needs amongst team members. 	AF/I

AF = Assessed at Application I = Assessed at Interview PE = Assessed through Test/ practical exercise

Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***