

HLTA – Person Specification

	Essential	Desirable
Qualifications		
Achieved NVQ level 3 or equivalent in a teaching assistant related course or qualification evident by proven successful experience at this standard	✓	
Maths and English to GCSE Grade C or equivalent	✓	
Secure grammar, punctuation and spelling skills	✓	
ICT Literate with Microsoft Office skills	✓	
DBS clearance	✓	
Experience		
Relevant volunteer or paid classroom experience in last 2 years.	✓	
Relevant paid classroom experience at HLTA status (e.g. covering a class to teach a lesson)	✓	
Experience of working with pupils with a variety of needs ie autism, behaviour, academic		✓
Relevant experience of delivering intervention programmes in basic skills		✓
Ability to teach effective Phonics across all phases		✓
Personal and Professional Skills and Attributes:		
Knowledge of strategies to academically and emotionally support pupils	✓	
Plan effectively especially for those pupils at risk of underachieving	✓	
Able to form and maintain appropriate professional relationships and boundaries with children and young people.	✓	
Highly motivated and enthusiastic	✓	
High professional standards	✓	
Demonstrate leadership and line management skills		✓
High expectations of students in terms of behaviour and achievement	✓	
Ability to work effectively as a member of a team	✓	
Ability to supervise pupils effectively in line with the school's behaviour policy	✓	
High quality organisational skills	✓	
Knowledge & understanding of the National Curriculum to a good level		✓

Knowledge & understanding of the EYFS from FS		✓
Ability to organise the classroom activities e.g. preparing and setting out resources and implementing strategies for teaching and learning	✓	
Willingness to engage in personal development activities	✓	
Willingness to play a part in the wider life of the school	✓	