

## Person Specification

**JOB TITLE:** HLTA  
**HOURS:** 37 hours per week (Term time plus PD days)  
**DIVISION:** SEN **PRINCIPAL:** Dennis Kirwan  
**DATE:** April 2026 **COMPLETED BY:** Leigh Drew

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Knowledge of the professional standards for Higher Level Teaching Assistants.</li> <li>• Strong knowledge of sensory processing needs and the relevant strategies.</li> <li>• Strong knowledge of behaviour management and effective support strategies for pupils with diverse educational needs.</li> <li>• Knowledge of using Microsoft office in particular Outlook, Word, Excel and Teams.</li> <li>• Knowledge and compliance with policies and procedures relating to safeguarding and health &amp; safety.</li> </ul>	
<b>SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"> <li>• Strong interpersonal skills.</li> <li>• Excellent communication skills and the ability to build strong working relationships quickly with both students and staff.</li> <li>• Ability to use de-escalation techniques to support dysregulation.</li> <li>• Ability to stay calm under pressure and manage unexpected challenges.</li> <li>• Ability to adapt support strategies to meet individual needs.</li> <li>• Confident in the use of assessment data to evidence progress.</li> <li>• Effective team player, acting as a role model for colleagues.</li> <li>• Proficient in the use of IT to support learning and record-keeping.</li> <li>• The ability to maintain accurate records.</li> <li>• The ability to relate to children and young people.</li> </ul>	
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Curriculum knowledge and experience to support and lead learning activities for students.</li> <li>• Experience of working as part of a team.</li> <li>• Some experience of planning, preparing and delivering work to specified groups of students and/or classes.</li> <li>• Experience of supervising students who present challenging behaviour and SEN needs.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in planning, delivering and evaluating targeted interventions for small groups in core subjects.</li> </ul>

<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• NVQ Level 3 or relevant experience and a willingness to undertake this qualification.</li> <li>• Working at or having achieved Higher Level Teaching Assistant (HLTA) status.</li> <li>• GCSE Grade C/4 or equivalent in English and Maths.</li> <li>• Willingness to participate in CPD for further training</li> </ul>	<ul style="list-style-type: none"> <li>• Trained or willingness to undertake first aid training.</li> </ul>
<b>PERSONAL CIRCUMSTANCES</b>	<ul style="list-style-type: none"> <li>• Positive and supportive approach.</li> <li>• Motivated and enthusiastic.</li> <li>• Ability to work under pressure.</li> <li>• Prepared to work flexibly.</li> </ul>	
<b>EQUALITY</b>	Candidates must demonstrate understanding of, acceptance and commitment to the underlying equal opportunities.	