

Person Specification – HLTA

SCHOOL:	Highwoods Academy
POST HELD:	HLTA
SALARY SCALE:	Grade 6 - points 17 -21
HOURS OF DUTY:	35 Hours a week – term time only + 5 Training Days
RESPONSIBLE TO:	Headteacher /Deputy Headteacher

MINIMUM ESSENTIAL REQUIREMENTS				
Qualifications and Experience	Essential	Desirable	Method of Assessment	Evidenced
HLTA status or above in an appropriate subject area.	✓		Application / Certificate	
A good standard of spoken and written English and Mathematics (GCSE C or better).	✓		Application / Certificate	
Recent experience of working as a HLTA with primary aged children	✓		Application / Interview	
Experience as a teaching assistant in a primary school.	✓		Application / Interview	
Experience of working with children with additional needs.	✓		Application / Interview	
Experience of leading large groups and whole classes for cover	✓		Application / Interview	
First Aid trained		✓	Application / Interview	
Experience of working with children with speech & language difficulties		✓	Application / Interview	

Knowledge and Skills	Essential	Desirable	Method of Assessment	Evidenced
Able to challenge children by delivering high-quality learning support	✓		Application / Interview	
Able to nurture positive relationships with and between children.	✓		Application / Interview	
Excellent oral and written communication skills.	✓		Application / Interview	
Able to support children with complex needs including 'more able'	✓		Application / Interview	
Able to thrive as part of a team.	✓		Application / Interview / Reference	
A strong knowledge of the primary curriculum and outcomes with high expectations for what all children can achieve	✓		Application / Interview	
Manage behaviour effectively for individuals, groups and classes	✓		Application / Interview	
A good knowledge of how children learn		✓	Application / Interview	
Good IT skills.		✓	Application / Interview	
Knowledge of interventions such as Precision teaching, Numicon and Read, Write Inc phonics		✓	Application / Interview	

Personal Qualities	Essential	Desirable	Method of Assessment	Evidenced
Able to understand the needs of children and put them first.	✓		Application / Interview	
Able to build and maintain positive and productive working relationships with children, colleagues and parents.	✓		Application / Interview	
Committed, organised, flexible, patient and positive	✓		Application / Interview	
Enthusiasm and a passion for learning	✓		Application / Interview	
Commitment to professional development	✓		Application / Interview	
Willingness to share good practice	✓		Application / Interview	
Committed to valuing children's rights (UNCRC)	✓		Application / Interview	
Other	Essential	Desirable	Method of Assessment	Evidenced
Willingness to undertake training in relation to this post.	✓		Application / Reference	
Provide intimate care		✓	Application	

Highwoods Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Any offer of employment will be subjected to receipt of a satisfactory enhanced disclosure from the Criminal Records Bureau.