

## Person Specification

<b>Title:</b>	HLTA	<b>Grade:</b>	TSPT6
<b>Department:</b>	Education	<b>Reports to:</b>	SLT
Specification	Essential	Desirable	
<b>Education and Experience</b>			
Meet HLTA standards or equivalent qualification or experience	*		
Hold relevant qualifications at a level equivalent to at least NQF Level 3	*		
Demonstrable levels of numeracy & literacy equivalent to GCSE (A-C)	*		
A minimum of two years' experience of working with children in a paid capacity, preferably in an education setting	*		
<b>Knowledge and Understanding</b>			
Knowledge of the requirements of the Early Years Framework	*		
Knowledge of the National Curriculum	*		
Knowledge of how to support pupils in numeracy and literacy from EYFS to Year 6	*		
Knowledge of relevant policies, procedures and legislation	*		
Willing to attend relevant training to the post, including behaviour management and child protection training	*		
Understanding of behaviour management strategies	*		
Understanding of First Aid procedures		*	
Understanding and knowledge of safeguarding	*		
<b>Skills</b>			
Effective oral and written communication skills	*		
Excellent interpersonal skills both in working relationship with young pupils and in forming effective professional relationships with a wide range of stakeholders, including parents and colleagues	*		
Good organisational and time management skills	*		
Sound IT skills to support learning and to maintain electronic information systems		*	
Ability to analyse data to be able to monitor pupil progress	*		
<b>Abilities</b>			
Able to form and maintain appropriate professional relationships and boundaries with children and young people	*		
Ability and willingness to work constructively as part of a team	*		
Ability to supervise pupils effectively both in and out of school in line with the school's behaviour policy	*		
Ability to organise the classroom activities e.g., preparing and setting out resources	*		
Ability to organise the classroom activities e.g., preparing and setting out resources and implementing strategies for T&L	*		
Ability to deal with sensitive information in a confidential manner	*		
Ability to provide a good role model to young pupils	*		
Ability to work in partnership with parents and teachers	*		

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Ability to use own initiative and work flexibly	*	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	*	
Ability to adapt the provision to meet the needs of SEND pupils	*	
Ability to create resources for SEN pupils		*
Safeguarding		
Have knowledge and understanding and commitment to safeguarding and promoting the welfare of pupils	*	
Able to form and maintain appropriate relationships and personal boundaries with pupils	*	