



MARY EXTON

HLTA (Higher Level Teaching Assistant) Person Specification

Selection decisions will be based on the criteria outlined below. At each stage of the process, an assessment will be made by the appointment panel to determine the extent to which the criteria have been met.

When completing your application form and supporting statement, you should ensure that you address each of the selection criteria and provide supporting evidence of how you meet the criteria through reference to work or other relevant experience.

SPECIFICATION	ESSENTIAL	DESIRABLE
Relevant experience	<ul style="list-style-type: none">• Experience of working in a primary school with children across key stages• Previous experience a teaching assistant/cover supervisor working with whole class activities	<ul style="list-style-type: none">• Previous experience of working as an HLTA
Qualifications	<ul style="list-style-type: none">• Qualifications in English/ Mathematics equivalent to at least Level 2 of the National Qualifications Framework	<ul style="list-style-type: none">• Has met all the professional standards for HLTAs• Willingness to attend appropriate training courses to fulfil the functions of the job• First Aid qualification
Special skills and attributes	<ul style="list-style-type: none">• Good communication skills• Good interpersonal skills• Ability to liaise effectively with colleagues• Ability to use initiative• Be able to organise and implement planning• Positive attitude to the role and take pride in work• Positive approach to behaviour management• Knowledge of SEN Code of Practice• Knowledge of child protection issues and procedures	<ul style="list-style-type: none">• Aware of Health and Safety issues
Social Skills	<ul style="list-style-type: none">• Flexible approach to work• Awareness of the importance for confidentiality• Ability to work with a variety of different people• Courteous and polite	<ul style="list-style-type: none">• Sense of humour
Motivation	<ul style="list-style-type: none">• Enthusiasm and energy to work as part of a team• Committed to providing a high quality of education	
Physical Characteristics	<ul style="list-style-type: none">• Good attendance record• Flexible approach• Projects professional image for the school	
Disclosure of Criminal Record	<ul style="list-style-type: none">• Enhanced Disclosure and Barring Service (DBS) check	