



Person Specification
HLTA (Level 4 Scale 6)

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It will be used in the short-listing and interview process for this post. (E- Essentials, D – Desirables)

1.	Qualifications & Training	Evidenced
1.1	Meet Higher Level Teaching Assistant standards or equivalent qualification or experience. (E)	<ul style="list-style-type: none"> • Application Form • Document check
1.2	Evidence of recent professional development relevant to the post e.g. wellbeing strategies. (E)	<ul style="list-style-type: none"> • Application Form • Document check
1.3	Excellent numeracy/literacy skills – equivalent to NVQ Level 2 in English and Maths. (E)	<ul style="list-style-type: none"> • Application form
1.4	Enhanced DBS checks and approval. (E)	<ul style="list-style-type: none"> • Application form and checks made for successful applicant
2.	Experience	
2.1	Up to date experience of working with learners across the 4-19 age range. (E)	<ul style="list-style-type: none"> • Application form • Interview Process
2.2	Significant experience of working with children/young people with Additional Learning Needs. (E)	<ul style="list-style-type: none"> • Application form • Interview Process
2.3	Specialist training in relevant wellbeing strategies eg. PBS, TIS, THRIVE, ELSA, Nurture. (E)	<ul style="list-style-type: none"> • Application form • Interview Process
3.	Knowledge, Abilities and Skills	
3.1	Ability to work collaboratively and co-operatively with colleagues. (E)	<ul style="list-style-type: none"> • Application form • Interview Process
3.2	Ability to understand the principles of child development and processes in relation to wellbeing. (E)	<ul style="list-style-type: none"> • Application Form • Interview Process
3.3	Ability to observe, monitor and assess, providing constructive feedback and identifying next steps in learning. (E)	<ul style="list-style-type: none"> • Application Form • Interview Process
3.4	Ability to work flexibly, prioritise and delegate appropriately, to handle pressure and show emotional resilience. (E)	<ul style="list-style-type: none"> • Application Form • Interview Process
3.5	Ability to communicate clearly and sensitively, both orally and in writing, with learners, parents/carers and staff. (E)	<ul style="list-style-type: none"> • Application Form • Interview Process
3.6	Ability to develop and maintain appropriate relationships with learners, treating them equitably with respect and consideration. (E)	<ul style="list-style-type: none"> • Application Form • Interview Process
3.7	Ability to establish effective partnerships with parents/carers, liaising with them sensitively and effectively. (E)	<ul style="list-style-type: none"> • Application Form • Interview Process
3.8	Ability to inspire and enthuse learners to make significant gains in their wellbeing both during interventions and over sustained periods of time. (E)	<ul style="list-style-type: none"> • Application Form • Interview Process
3.9	Use effective up-to-date thinking and strategies to promote positive wellbeing and behaviour. (E)	<ul style="list-style-type: none"> • Application Form • Interview Process
3.10	Constantly improving own practice/knowledge through self-evaluation and learning from others. (E)	<ul style="list-style-type: none"> • Application Form • Interview Process



3.11	Competent in use of ICT to enhance teaching, learning and professional effectiveness. (D)	<ul style="list-style-type: none"> • Application Form • Interview Process
3.12	Knowledge of range of support services and other agencies as required. (D)	<ul style="list-style-type: none"> • Application Form • Interview Process
4.	Other	
4.1	Awareness and commitment to safeguarding and promoting the welfare of children and expecting all staff to share this commitment. (E)	<ul style="list-style-type: none"> • Application Form • Interview Process