



Churchside Federation HLTA Person Specification

	Essential	Desirable
Qualifications	The HLTA must have: - <ul style="list-style-type: none"> • HLTA status • Literacy and numeracy skills equivalent to at least Basic Skills Level 2 in English & Maths 	In addition, the HLTA might have: <ul style="list-style-type: none"> • Other relevant qualifications (eg. Foundation Degree in Education) • National Vocational Qualifications in Supporting Teaching and Learning • Willingness to attend appropriate training courses to fulfil the functions of the post – • First Aid Qualification
Experience	The HLTA must have: - <ul style="list-style-type: none"> • Successful recent experience of working with children of a relevant age in learning development. • Previous experience of teaching whole classes 	In addition, the HLTA might have experience of: <ul style="list-style-type: none"> • Previous experience of working as a HLTA • Training in relevant curriculum areas • Specialist skills in a curriculum or learning area • Leading and managing staff
Knowledge and understanding	The HLTA must have knowledge and understanding of: - <ul style="list-style-type: none"> • HLTA Standards • Relevant policies, codes of practice and legislation, including safeguarding -Multi-agency working 	
Skills	The HLTA will be able to: - <ul style="list-style-type: none"> • Demonstrate the HLTA standards • Plan effective activities for pupils at risk of underachieving • Develop their knowledge through the evaluation of their own learning needs • Work independently • Remain calm under pressure and be able to adapt to change quickly 	In addition, the HLTA might also be able to: <ul style="list-style-type: none"> • Use coaching and mentoring skills with adults and pupils • Demonstrate leadership and line management skills
Personal Attributes	The HLTA will: <ul style="list-style-type: none"> • Have knowledge of safeguarding guidelines and practices • Have high expectations of children • Have fair, respectful and supportive relationships with the school community • Demonstrate positive values, attitudes and behaviour • Communicate effectively with the school community Demonstrate a commitment to collaborative & cooperative working 	



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