

PERSON SPECIFICATION

POST: HLTA – Secondary Phase

L = Letter

I = Interview

A = Application

	Essential	Desirable	Shown in
Qualifications and Training			
1. HLTA qualification	✓		APP
2. Level 2 English & maths	✓		APP
3. Evidence of recent professional development	✓		APP
4. Further qualifications e.g. degree		✓	APP
5. ICT expertise	✓		App
Experience			
1. Teaching assistant experience in a school	✓		App
2. Experience in more than 1 school and/or more than 1 role		✓	App
Knowledge			
1a. Recent developments in: relevant subject (inc support strategies for SLCN including ASD)	✓		L
1b. Autism and barriers to learning that this can create			
2. Assessment practices and requirements in relevant subject	✓		L
Job Specific Requirements			
1. Full and sincere commitment to supporting pupil progress	✓		L/I
2. Suitability to work with children with appropriate clearance	✓		
Professional understanding			
1. A clear educational philosophy sympathetic to the school	✓		L/I
2. Knowledge and understanding of current educational developments		✓	L/I
3. Ability to interpret initiatives to benefit the school		✓	L/I
4. Determination to have high expectations for all pupils	✓		L/I
5. Clear understanding of and commitment to equal opportunities	✓		L/I
Professional Skills			
1. Ability to administer systems efficiently	✓		I
2. Ability to set realistic targets	✓		I
3. Ability to accept responsibility, exercise judgement and make decisions	✓		I
4. Ability to work within a team	✓		I
5. Ability to communicate and liaise effectively	✓		I
6. Ability to use ICT in teaching and learning		✓	I