



## Person Specification

### HLTA

#### Knowledge and Understanding

- Ability to provide support for pupils, including those with special needs and EAL, ensuring their safety and access to learning activities
- Promote good pupil behaviour, and deal promptly with conflict and incidents
- Ability to undertake student record keeping as requested
- Ability to provide support for structured and agreed learning activities/learning programmes, taking into consideration pupils' learning styles
- Awareness of procedures relating to child protection, health, safety and security, confidentiality and data protection
- Knowledge of how to support literacy/numeracy/EAL programs and provide appropriate feedback to teachers

#### Skills & Abilities

- Establish good working relationships with pupils acting as a role model
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Encourage and support other teaching assistants in their roles
- Assist with the development and implementation of Individual Learning Plans and Education Health Care Plans
- Provide detailed and regular feedback to teachers on pupils' achievements and progress.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use

#### Experience

- Good understanding of national curriculum and other Learning programs/techniques
- Good understanding of child development and learning
- Ability to relate well to children and adults
- General awareness of inclusion, especially within a school setting

#### Qualifications

- HLTA qualification or level 3 Teaching Assistant qualification or willingness to undertake the HLTA qualification
- Willingness to undertake appropriate first aid training