



HLTA English Person Specification

	Essential	Desirable	Method of Assessment
Qualifications and training	<ul style="list-style-type: none"> • GCSE Maths and English grade A - C • NVQ 3 or CACHE level 3 or equivalent qualification in a relevant discipline. • Excellent literacy skills • A commitment to working towards obtaining HLTA status/qualification 	<ul style="list-style-type: none"> • First aid certificate • HLTA status/qualification 	Application form Certificate
Experience	<ul style="list-style-type: none"> • Current experience of working within a school/educational environment • Current experience of planning and evaluating learning experiences. • Currently involved in planning of learning for individuals, groups and whole class • Experience of working with children with general and specific learning difficulties 	<ul style="list-style-type: none"> • Had experience of whole class supervision • Experience of working with students from KS3 or KS4 • Experience in the use and administration of Accelerated Reader 	Application form Interview Reference
Skills, knowledge and aptitude	<ul style="list-style-type: none"> • Ability to relate well with children and adults. • Working knowledge of national curriculum. • Demonstrate an ability to use skills, expertise and experience to work independently to support pupil learning with individual children, small groups and whole class. • Good written and oral communication skills. • Ability to work flexibly either on own or as part of a team. • Enthusiasm and ability to use initiative. • Ability to contribute to meetings and liaise with other agencies. • Use ICT effectively to support teaching and learning. • A willingness to work co-operatively with a wide range of professionals. • Willingness to undertake further appropriate training • Ability to contribute to whole school displays 	<ul style="list-style-type: none"> • Understanding of equal opportunities and child protection. • Able to offer literacy as a specialism 	Application form Interview Reference
Personal qualities	<ul style="list-style-type: none"> • Approachable manner, reliable, conscientious, articulate. • Sensitive to the needs of vulnerable children and their parents. • Commitment to achieve high standards and to continuing personal and professional development. • High level of confidentiality and discretion. • Enthusiasm and drive. • Calm and positive approach. • Willingness to get involved in school life and lead an after school activity or club 	<ul style="list-style-type: none"> • Understand the work of other professionals. • Flexibility in working hours. 	Application form Interview Reference

