PERSON SPECIFICATION

HLTA – 37 hours per week. Term time only.

	Minimum Essential Requirements	Method of Assessment
1.	**Work-related skills/knowledge**	
	Knowledge of childcare and development of children	Interview
	Understanding of child protection/Safeguarding procedures	Application Form/Interview
	Understanding of equal opportunities	Application Form/Interview
	Understanding of health and safety issues	Application Form/Interview
	Ability to relate well to children	Interview
	Knowledge and understanding of behaviour management and anger management and be able to implement strategies	Application Form/interview
	Willingness to work one to one with a child	Application Form/Interview
	Ability to deliver activities appropriate to the age of the child	Application Form/Interview
	Ability to work as part of a team	Application Form/Interview
	Ability to establish and maintain effective relationships	Application Form
	Ability to work flexibly	Interview
	Maintain the procedures and guidelines in place in school	Interview

2.	**Experience, Education & Qualifications**	
	Must have appropriate Higher Level Teaching Assistant Qualification	Application Form
	Experience of working with children with complex additional needs	Application Form
	Must have experience of working within a school setting	Application Form
3.	**Other Requirements**	
	Good verbal and written communication skills	Application Form /Interview
	Must have confidence and ability to liaise with parents	Application Form/interview
	Commitment to providing a high quality service	Interview
	Ability to use own initiative, and the ability to get things done	Application Form/Interview
	Confidence to consult others when necessary	Application Form and Interview
	Personal commitment, flexibility and integrity	Interview

Note to Applicants: Please try to show in your application whether or not you meet these requirements.