

## **Personal Specification: HLTA**

<b><u>ESSENTIAL</u></b>	<b><u>DESIRABLE</u></b>
<ul style="list-style-type: none"><li>❖ Good time management</li><li>❖ Good Interpersonal skills.</li><li>❖ Commitment to personal development.</li><li>❖ Ability and experience of working and planning in a team.</li><li>❖ An understanding of and commitment to equal opportunities</li><li>❖ Experience / understanding of work in a primary school.</li><li>❖ High level ICT ability.</li><li>❖ HLTA status</li><li>❖ A – C results in GCSE Literacy and Numeracy.</li><li>❖ Use time and resources effectively.</li><li>❖ Good health and attendance record.</li><li>❖ Ability to build and maintain positive relationships with children</li><li>❖ Adherence to the schools rules on confidentiality.</li><li>❖ Good skills in record keeping</li><li>❖ Experience of leading a class in the teachers absence</li><li>❖ Good and effective behaviour management skills</li></ul>	<ul style="list-style-type: none"><li>❖ Experience of working with children for who English is an Additional Language.</li><li>❖ Knowledge of the Code of practice for SEN.</li><li>❖ A good sense of humour.</li><li>❖ An ability to involve and work with parents to support their children’s education.</li><li>❖ Experience of running sports activities and clubs.</li></ul>