

PERSON SPECIFICATION

Job Title: HLTA – Level 6

Attributes	Essential	Desirable
<p>Qualifications</p> <p>Higher Level Teaching Assistants status</p> <p>Teaching Assistant NVQ Level 4 or have completed training of a similar standard (including NNEB or a certificate in Literacy & Numeracy for Support Assistants)</p> <p>First Aid qualification</p>	<p>✓</p> <p>✓</p>	<p>✓</p>
<p>Work or relevant experience</p> <p>Experience of classroom administration support</p> <p>Ability to plan and organise effectively</p> <p>Ability to work with small groups or an individual pupil</p> <p>Ability to supervise whole classes</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
<p>Knowledge and Understanding</p> <p>An in-depth and detailed knowledge of school based education including child development</p> <p>Knowledge of the National Curriculum</p> <p>Non-school based support agencies</p>	<p>✓</p> <p>✓</p> <p>✓</p>	
<p>Skills and Abilities (relevant to post)</p> <p>Good communication skills and ability to relate well to children, staff and parents</p> <p>Evidence of working well as part of a team</p> <p>ICT and the willingness to update skills and undertake further training</p> <p>Ability to plan, prepare and deliver learning activities to groups and whole classes</p> <p>Management Skills</p> <p>Specialist skills, training or experience e.g. Art, Music, ICT, display etc.</p> <p>Ability to training, supervise and develop other staff</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>
<p>Personal Qualities</p> <p>Ability to bring to the role, initiative, enthusiasm and commitment</p> <p>Flexibility and reliability</p> <p>Willingness to develop skills with further training</p>	<p>✓</p> <p>✓</p> <p>✓</p>	