

**ST ANDREW'S CE (VA) JUNIOR SCHOOL**  
**Person Specification – HLTA Scale 5 (SCP 12 - 17)**

Criteria	Essential (E) Desirable (D)	Method of Assessment Application (A) Interview (I) References (R) Observation (O)
<b>Qualifications</b>		
NVQ Level 3 / 4 in supporting teaching and learning or equivalent	E	A
5 GCSE's including English and Mathematics (Grade C or above) or equivalent	E	A
Completed HLTA standards course or equivalent	D	A
Foundation degree in education or other relevant qualification	D	A
Qualification in IT (above NVQ Level 2) to support learning	D	A
Relevant qualification in child care	D	A
<b>Experience</b>		
2 years' experience of working as a teaching assistant working with the whole class activities	E	A/I
Experience in devising clearly structured activities that interest and motivate learners and advance their learning	E	A/I
Experience in planning to support the inclusion of pupils in learning activities	E	A/I
Proven experience in monitoring learners' progress in order to provide focused support and feedback	E	A/I/R
Experience of administration work	E	A/I
Experience of successfully working in a team	E	A/I/R
Experience of curriculum planning and policy writing	D	A/I/R
Experience of writing, monitoring and supporting HCPs for pupils, staff and parents	D	A/I/R
<b>Knowledge and skills</b>		
Specialist skills in curriculum or learning eg bi-lingual, IT etc	E	A/I/O
Knowledge of how statutory and non-statutory frameworks for the school curriculum relate to the age and ability ranges of the learners they support	E	A/I/O
Excellent oral and interpersonal, organisational and communication skills	E	A/I/O
Understanding of the key factors that affect pupils' learning and progress	E	A/I/O
Good understanding of child development	E	A/I/R
Ability to develop and maintain professional relationships with individuals (internal/external)	E	A/I/R
Working knowledge and experience of implementing appropriate learning strategies	E	A/I/R
Ability to plan, implement and develop a range of teaching and learning strategies for special needs pupils	E	A/I/R
Ability to supervise, assist and accelerate, through intervention, individual pupils and small groups	E	A/I/R
Good knowledge and understanding of behaviour management strategies	E	A/I/R

Criteria	Essential (E) Desirable (D)	Method of Assessment Application (A) Interview (I) References (R) Observation (O)
Full working knowledge of relevant policies and practice/legislation	E	A/I/R
Awareness and commitment to the principals of safeguarding children in school	E	A/I/R
Ability to constructively work as part of a team	E	A/I/R
Knowledge of first aid	D	A/I/R
<b>Initiative/ Circumstances</b>		
Ability to self-motivate and prioritise work on own with minimal supervision	E	A/I/R
Understands the importance of confidentiality	E	A/I/R
Ability to prioritise workload	E	A/I/R
Ability to work under pressure	E	A/I/R
Ability to work flexibly	E	A/I
Commitment to training as required	E	A/I

(E) – essential criteria (candidates must demonstrate that they have the ability to fulfil these aspects of the job description on day 1 of the post and without any additional training)

(D) – desirable criteria (the candidate must demonstrate the ability to be able to fulfil the desirable criteria of the post, with training and support)

All candidates will be short listed against the essential criteria. Only those candidates whose written application fulfils the requirements of the essential criteria will be shortlisted for interview. If a large number of candidates meet all the essential criteria, the panel will then consider the desirable criteria within the job specification.