

**ST ANDREW'S CE (VA) INFANT SCHOOL**  
**Person Specification – HLTA Scale 4 (SCP 7 – 11)**

Criteria	Essential (E) Desirable (D)	Method of Assessment Application (A) Interview (I) References (R) Observation (O)
<b>Qualifications &amp; Training</b>		
5 GCSE's including English and Mathematics (Grade C or above) or equivalent	E	A
Completed HLTA standards course or equivalent	D	A
NVQ Level 3 / 4 in supporting teaching and learning or equivalent	D	A
Qualification in IT (above NVQ Level 2) to support learning	D	A
Recent first aid qualification	D	A
<b>Experience</b>		
Experience of working in a team	E	A/R/I
Experience of supporting children within a classroom context	E	A/R/I
Experience of working as a HLTA.	E	A/R/I
Experience of teaching whole classes of children and managing learning and behaviour effectively.	E	A/R/I
Familiar with using a Smartboard, Microsoft Word and other KS1 educational programmes.	E	A/R/I
Knowledge of Foundation/KS1 intervention programmes for children	D	A/R/I
Current experience of working as a Foundation/KS1 Teaching Assistant	D	A/R/I
Working knowledge of Foundation/KS1 educational software.	D	A/R/I
Experience of running/supervising a lunchtime / after school club.	D	A/R/I
<b>Knowledge and skills</b>		
Ability to communicate effectively to people both in person and on the telephone	E	A/I/O
Patience when working with individual and groups of children	E	A/I
The ability to relate well to other people	E	A/I
An awareness of challenges faced when working with children with Special Educational Needs.	D	A/I
<b>Initiative</b>		
Ability to prioritise and organise own workload and work unsupervised	E	A/I/R
Ability to build positive relationships with children, colleagues, parents and outside agencies	E	A/I/R
Ability to present a positive personal image, contributing to a welcoming school environment	E	A/I/R
Ability to follow Health and Safety guidelines and school safeguarding procedures	E	A/I/R
A willingness to support the Christian ethos of the school and the school's equality objectives	E	A/I
<b>Circumstances</b>		
Commitment to own personal training and development as required	E	A/I

<b>Criteria</b>	<b>Essential (E) Desirable (D)</b>	<b>Method of Assessment</b> Application (A) Interview (I) References (R) Observation (O)
Ability to be flexible regarding hours of work to support school events in the evenings and at weekends	D	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.