

### Person Specification: HLTA (Cover Supervisor) – Grade 5

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Qualified HLTA or equivalent Level 4 qualification</li> <li>• GCSE English and Maths or equivalent</li> <li>• Evidence of continuous INSET and commitment to further professional development</li> </ul>	<ul style="list-style-type: none"> <li>• A Levels</li> <li>• Degree</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience of working with pupils of primary age, assisting in their development.</li> <li>• Minimum experience of at least 3 years working as a teaching assistant in a school</li> <li>• Experience of working with pupils with additional educational needs, more able, special educational needs.</li> <li>• Experience of working in the relevant discipline.</li> <li>• Experience of working as part of a team.</li> <li>• Experience of leading learning for a whole class.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of leading learning in large groups or class sessions in teacher absence</li> <li>• Responsibility of attainment and progress for individuals or groups of pupils</li> <li>• Experience of assisting pupils in their learning from across the Primary Age Range</li> </ul>
Knowledge and understanding	<ul style="list-style-type: none"> <li>• An understanding of the needs of a multicultural society.</li> <li>• An understanding of the issues relating to pupils who have additional learning needs, more able and special educational needs.</li> <li>• Understanding of principles of child development and learning processes as appropriate</li> <li>• Working knowledge of relevant polices/codes of practice and awareness of relevant legislation</li> <li>• Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies</li> <li>• Knowledge of Health and Safety requirements</li> <li>• To know how to engage pupils in learning</li> <li>• To understand how to work with parents as partners</li> <li>• To adhere to Safeguarding policy and follow KCSIE 2023</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of current educational issues</li> </ul>
Skills and Abilities	<ul style="list-style-type: none"> <li>• Ability in using other relevant equipment / technology.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Good organisational skills</li> <li>• Ability to maintain positive behaviour management of a group or class of pupils</li> <li>• Ability to relate well to pupils and adults.</li> <li>• Ability to work constructively as part of a team.</li> <li>• Ability to remain calm under pressure.</li> <li>• Ability to be highly flexible and respond to the daily changing needs of the school</li> <li>• Ability to understand and execute effectively given planning from teaching staff</li> <li>• Ability to prioritise conflicting demands and pressures.</li> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities</li> <li>• Ability to act on feedback.</li> </ul>	
<p>Personal characteristics</p>	<ul style="list-style-type: none"> <li>• Good cooperative, interpersonal and listening skills.</li> <li>• Flexibility and willingness to accept change.</li> <li>• Willingness to share knowledge, expertise and experience.</li> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities.</li> <li>• Ability to work proactively and independently.</li> <li>• Approachable, courteous and able to present a positive image of the school to others.</li> <li>• Maintain confidentiality in all matters relating to the school, its pupils, parents and carers.</li> <li>• A sense of humour.</li> </ul>	