



HLTA PERSON SPECIFICATION

Qualifications

- NVQ Level 1 or higher
- A good standard of spoken and written English and accuracy in spelling and numeracy is expected

Experience essential

- Work with children aged 4 -11 years old
- Working with children or young people with English as an Additional Language

Knowledge

- Some understanding of child development and the ways in which children learn
- An understanding of the roles played by various adults in children's education
- An understanding of equal opportunities issues and an awareness of what this involves
- An understanding that children learn in different ways

Skills, abilities and attributes

- Commitment to safeguarding children
- An ability to offer other languages would be desirable but not essential
- Adaptability, flexibility and a sense of humour!
- Able to interact with children and develop good working relationships with them
- To be supportive, patient and caring
- Able to work effectively with small groups of children and individuals
- Able to work as a member of a team and on own initiative
- Able to follow instructions and see tasks through to their conclusion
- Able to explain tasks clearly
- Willing to be involved in professional development and to attend courses/undertake training if required
- Able to deal with tasks such as toilet accidents and vomiting
- Able to deal with situations calmly and efficiently
- Able to adapt to changing role requirements
- Able to keep clear and accurate records
- To be non judgemental
- High standards of personal conduct and commitment

Health and attendance

- A good health record and consistently good attendance

References

- Excellent and unequivocal
- Successful DBS clearance for successful candidate



HLTA JOB DESCRIPTION

1. Roles and Responsibilities

- to support and assist the teaching staff in promoting the intellectual, social and emotional development of the pupils
- to work with individuals / groups of pupils in any year group within the school to enhance the quality of their teaching and learning
- to assist in the general supervision and welfare of children on the school premises (including administering first aid and medicines and providing personal hygiene)
- to be involved in the planning for children's learning
- to assist teachers in the preparation and maintenance of teaching resources and materials
- contribute ensuring a safe, tidy working environment
- to implement school policies on behaviour, learning and safeguarding.
- to support the appropriate administrative and organisational tasks related to the effective running of the class
- to take part in school and personal professional development
- to assist in the general care, safety and welfare of pupils including fire drills, meal times, toileting and changing children where appropriate
- **This is not a complete statement of all duties and responsibilities of this post. The post holder may be directed by the Headteacher to carry out any other duties that may be reasonably regarded as within the nature of the duties and responsibilities of the post in the spirit of the job!**

2. Relationships

Responsible to : The class teacher
The deputy head teacher (line manager)
The head teacher
The governing body

Interacts with : Pupils
All staff
Parents
Support services - where appropriate
Work experience students)
College students) when applicable
Trainee teachers)

3. Resources and Status

This job description is to be carried out in accordance with the LA Terms and Conditions of Employment for Teaching Assistants.

The school will seek to make available the necessary resources / support to carry out the job and the necessary training for career development.

The school will attempt to ensure that status and pay levels are appropriate to the specific job.

This job description may be amended by mutual agreement at any time following discussion.

There will be an annual job description and performance management review.