



# Our Lady of the Assumption Catholic Primary School

**Our Mission Statement:**  
***'Love One Another As I Have Loved You'***

## Person Specification: HLTA – Grade 5

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified HLTA/NVQ 3 + for Teaching Assistants or equivalent Coaching Awards</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> <li>• Qualifications relating to post eg health, children, practical skills, first aid</li> </ul>
<b>Experience</b>	<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> </ul>	<ul style="list-style-type: none"> <li>• Experience of leading learning in large groups or class sessions in teacher absence</li> <li>• Responsibility for attainment and progress for individuals or groups of pupils</li> <li>• Experience of assisting pupils in their learning from Nursery age to Year 6.</li> <li>• Experience teaching RWI</li> </ul>
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>• An understanding of how to line manage teaching assistants in Key Stage 1 or Key Stage 2</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 policies/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>• Knowledge of how to engage pupils</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of current educational issues</li> </ul>

	<ul style="list-style-type: none"> <li>in learning</li> <li>Understanding of how to work with parents as partners</li> </ul>	
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>Skilful in using other relevant equipment / technology.</li> <li>Good organisational skills</li> <li>Ability to maintain good order and discipline of 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>	
<b>Personal characteristics</b>	<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> </ul>	