



## Person Specification

### HLTA HUB & PSA

General heading	Detail		Essential	Desirable
<b>Qualifications &amp; Experience</b>		5 GCSE's including English and Maths	✓	
		HLTA / other relevant qualification or willingness to work towards one	✓	
	Technology	Knowledge of basic ICT to support learning.	✓	
	Written	Ability to write basic reports.	✓	
	Verbal	Ability to use clear language to communicate information unambiguously. Ability to listen effectively.	✓	
	Languages	Overcome communication barriers with children and adults.	✓	
<b>Other Skills</b>		A background in social work, counselling or military		✓
<b>Communication</b>	Negotiating	Consult with children and their families and carers and other adults.	✓	
	Behaviour Management	Understand and implement the school's behaviour management policy.	✓	
	SEN	Ability to understand and support children with developmental difficulty or disability.	✓	
	Curriculum	Good understanding of the school curriculum. Knowledge of literacy/numeracy strategies.	✓	



<b>Working with children</b>	Child Development	Good understanding of the general aspect of child development. Ability to assess progress and performance.	✓	
	Health & Well being	Understand and support the importance of physical and emotional wellbeing.	✓	
	Working with partners	Understand the role of others working in and with the school. Understand and value the role of parents and carers in supporting children.	✓	
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults	✓	
<b>Working with others</b>	Team work	Ability to work effectively with a range of adults. Liaise with the appropriate staff from the other schools regarding pupil behaviour, safety, well-being, and progress.	✓	
	Information	Know when, how and with whom to share information. Ability to follow instructions accurately.	✓	
	Organisational skills	Good organisational skills. Ability to remain calm under pressure.	✓	
	Line Management	Ability to support the work of volunteers and other teaching assistants in the classroom.	✓	
<b>Responsibilities</b>	Time Management	Ability to manage own time effectively.	✓	
	Creativity	Demonstrate creativity and an ability to resolve routine problems independently.	✓	
	Equalities	Awareness of and commitment to equality.	✓	
	Health & Safety	Basic understanding of Health & Safety.	✓	
<b>General</b>	Child Protection	Understand and implement child protection procedures.	✓	
	Confidentiality/ Data Protection	Understand procedures and legislation relating to confidentiality	✓	

	CPD	Be prepared to develop and learn in the role.	✓	
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