

Person Specification: HLTA – SEN & PPA



	Required	Desirable	How Identified
Application	<ul style="list-style-type: none"> Fully supported by 2 references Well-structured supporting statement outlining skills, knowledge and expertise that has prepared the candidate for this post. High standard of presentation 		Application
Qualifications	<ul style="list-style-type: none"> Willingness to participate in relevant training and development opportunities Meet Higher Level Teaching Assistant Standards. Qualifications at GCSE (A-C) or equivalent level in Maths and English 	<ul style="list-style-type: none"> First Aid training or willingness to undertake appointed person certificate in First Aid Child Protection training Training in the literacy/numeracy strategy Training in Special Educational Needs strategies 	Application
Experience	<ul style="list-style-type: none"> Recent and relevant experience of working with children within an SEN setting Experience of working with relevant age groups within a learning environment 		References/ Application/Interview
Knowledge	<ul style="list-style-type: none"> Understanding of statutory frameworks relating to teaching & learning Working knowledge of SEN policies/codes of practice/legislation Understanding of principles of child development, learning styles and independent learning Knowledge of strategies, including behaviour management strategies, to enable children to make good progress, particularly those in vulnerable groups. 	<ul style="list-style-type: none"> Experience of developing children’s spiritual, moral, social & cultural development Advanced understanding of national curriculum and other basic learning Programmes/techniques 	Application/ Interview

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<p>Skills & Abilities</p>	<ul style="list-style-type: none"> • To constantly develop, evaluate and extend own working practices and knowledge through self-evaluation, reflection and learning from others • An understanding and effective use of ICT to support teaching, learning & management • The ability to manage behaviour of children in a positive and supportive manner • Ability to relate well to children and adults, building effective working relationships • Ability to work effectively within a team environment, understanding classroom roles and responsibilities • Ability to promote a positive ethos and role model positive attributes • Ability to work with children at all levels regardless of specific individual need and identify learning styles as appropriate • Good time management skills • Be able to maintain confidentiality 	<ul style="list-style-type: none"> • An understanding of school self-evaluation strategies • Excellent and effective communication skills with the ability to communicate with pupils, staff, parents, external agencies and other stakeholders • The ability to deploy support staff effectively 	<p>Application/ Interview</p>
<p>Personal qualities</p>	<ul style="list-style-type: none"> • Have high expectations of self and aspirations for the children in your care to achieve high standards. • Being able to value all who contribute to the life of the school • Being flexible, reliable and having a good measure of integrity • A willingness to contribute to the delivery of a curriculum that will motivate children and staff • A good health and attendance record 	<ul style="list-style-type: none"> • A cheerful personality • Demonstrate enthusiasm and sensitivity whilst working with others. • Empathy • Sense of humour 	<p>Application/ Interview</p>