**HOLY CROSS CATHOLIC PRIMARY SCHOOL**

****

**PERSON SPECIFICATION**

**JOB TITLE: HLTA**

**GRADE: Scale 6**

**DATE: February 2016**

|  |  |  |  |
| --- | --- | --- | --- |
| **E** | **= ESSENTIAL** | **SOURCE OF EVIDENCE - APPLICATION =**  | **A** |
| **D** | **= DESIRABLE** |  **TEST =** **INTERVIEW =**  | **T****I** |
|  | **1. EXPERIENCE, direct work experience, other relevant experience. W =** |  |
| **E** | Substantial experience in a school environment working with a relevant age group. | **A/I** |
| **E** | Planning, preparing and delivering learning activities. | **E** |
| **E** | Supervision of staff. | **A/I** |
| **E** | Working with small groups or individual pupil | **A/I** |
| **E** | Supervising whole classes | **A/I** |
|  |  |  |
|  | **2. KNOWLEDGE, without which the job cannot be done effectively. W =**  |  |
| **E** | Full working knowledge of policies and practices of schools. | **A/I/T** |
| **E** | Working knowledge of National Curriculum. | **A/I/T** |
| **E** | Good understanding of principles of child development. | **A/I** |
| **E** | Understanding of statutory frameworks relating to teaching. | **A/I** |
|  |  | **A/I** |
|  | **3. SKILLS & ABILITIES, Essential/Capable of doing, Desirable/Able to train. W =** |  |
| **E** | ICT in particular Microsoft Office and school learning packages. | **A/I** |
|  |  | **A/I** |
|  | **4. QUALIFICATIONS, TRAINING & EDUCATION, also identify training to be given. W =** |  |
| **E** | NVQ Level 4 or equivalent. | **E** |
| **E** | English and Maths GCSE Grade C or above or equivalent. | **E** |
| **E** | Met higher level Teaching Assistant standards. | **A/I** |
| **D** | First Aid Qualification | **A/I** |
|  |  |  |
|  | **5. PERSONALITY, SOCIAL SKILLS, Relationships, thinking style, disposition.**  **W =** |  |
| **E** | Good relationship with pupils – acting as a role model. | **A/I** |
| **E** | Good team player. | **A/I** |
|  |  | **A/I** |
|  | **6. OTHER FACTORS, Physical, Mobility, Availability, Conditions, etc. W =** | **A/I** |
|  |  |  |
|  | **CONTRA INDICATIONS, if any W =** |  |
|  |  | **A/I** |