

Wellington School
EBSNA HLTA - Person Specification



Essential	Desirable
<u>Qualifications</u>	
<ul style="list-style-type: none"> ▪ GCSE Grade C (or equivalent) or above in English and Maths 	<ul style="list-style-type: none"> ▪ HLTA qualification or experience
<u>Skills and Abilities</u>	
<ul style="list-style-type: none"> ▪ Must be able to drive to home visits ▪ Experience of meeting/supporting children and their families ▪ Good numeracy/literacy skills ▪ Able to plan and deal with conflicting priorities in organising own work schedule ▪ Able to use school ICT systems to support learning and perform a range of administrative tasks ▪ Able to produce work sheets, administer course work and undertake a range of administrative tasks in support of the teacher ▪ Able to relate to and communicate well with children and adults, motivate pupils to learn, clarify and explain instructions to pupils and respond sensitively and flexibly to competing demands ▪ Able to work effectively as part of a team, understand classroom roles and responsibilities and follow and interpret instructions and guidance ▪ Able to learn and take responsibility for own development and share knowledge with colleagues and support their development ▪ Able to deliver educational work programmes, evaluate and implement strategies to enhance learning ▪ Able to work with pupils within an agreed behaviour management policy ▪ Able to prepare / display relevant resources / materials for teaching and learning activities ▪ Understand the importance of safeguarding/child protection when working in a school setting 	<ul style="list-style-type: none"> ▪ Experience of working with young people in a learning environment ▪ Good working knowledge of child development and learning processes, relevant policies / codes of practice, national curriculum, relevant learning programmes / strategies and awareness of relevant legislation.
<u>Personal Qualities</u>	
<ul style="list-style-type: none"> ▪ Patience and understanding of individual pupil needs ▪ Ability to organise and prioritise workload at busy times during the school year ▪ A calm approachable manner, able to deal with problems in a professional and friendly manner, displaying tact and diplomacy as required ▪ Good interpersonal skills ▪ Ability to follow confidential procedures 	