



**Wellington School**  
**Special and Additional Needs Intervention HLTA - Person Specification**

Essential	Desirable
<b><u>Qualifications</u></b>	
<ul style="list-style-type: none"> <li>▪ GCSE Grade C (or equivalent) or above in English and Maths</li> </ul>	<ul style="list-style-type: none"> <li>▪ HLTA qualification or experience</li> </ul>
<b><u>Skills and Abilities</u></b>	
<ul style="list-style-type: none"> <li>▪ Experience of working with pupils with special/additional needs</li> <li>▪ A standard of written and spoken English that supports pupils' learning</li> <li>▪ Experience of tracking, monitoring and reviewing pupils' progress</li> <li>▪ Good numeracy/literacy skills</li> <li>▪ Able to plan and deal with conflicting priorities in organising own work schedule</li> <li>▪ Able to use school ICT systems to support learning and perform a range of administrative tasks</li> <li>▪ Able to produce work sheets, administer course work and undertake a range of administrative tasks in support of the teacher</li> <li>▪ 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</li> <li>▪ Able to work effectively as part of a team, understand classroom roles and responsibilities and follow and interpret instructions and guidance</li> <li>▪ Able to learn and take responsibility for own development and share knowledge with colleagues and support their development</li> <li>▪ Able to deliver educational work programmes, evaluate and implement strategies to enhance learning</li> <li>▪ Able to work with pupils within an agreed behaviour management policy</li> <li>▪ Able to prepare / display relevant resources / materials for teaching and learning activities</li> <li>▪ Understand the importance of safeguarding/child protection when working in a school setting</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of working with young people in a learning environment</li> <li>▪ Good understanding of reading and literacy interventions</li> <li>▪ Knowledge of how to lead learning activities for individual students and small groups</li> <li>▪ 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.</li> </ul>
<b><u>Personal Qualities</u></b>	
<ul style="list-style-type: none"> <li>▪ Patience and understanding of individual pupil needs</li> <li>▪ Ability to organise and prioritise workload at busy times during the school year</li> <li>▪ A calm approachable manner, able to deal with problems in a professional and friendly manner, displaying tact and diplomacy as required</li> <li>▪ Good interpersonal skills</li> <li>▪ Ability to follow confidential procedures</li> </ul>	