



PERSON SPECIFICATION

DIRECTORATE: IPAT

GRADE: C2 points 12-25 Term time only + 5 SDDs

JOB TITLE: HLTA

CRITERIA OR REQUIREMENTS	METHOD OF SHORTLISTING ASSESSMENT	CRITERIA
QUALIFICATIONS/EXPERIENCE	AF = APPLICATION FORM I = INTERVIEW	(PLEASE TICK)
1. HLTA Status	AF	
2. Minimum of NVQ Level 3 or equivalent	AF	
3. Minimum of NVQ Level 2 in literacy and numeracy or equivalent	AF	
4. Evidence of effectively contributing towards the raising of educational attainment	AF/I	
5. Clear understanding of the processes required for managing the planning, preparation and delivery of different initiatives.	AF/I	
6. To demonstrate an understanding of appropriate strategies for behaviour management.	I	
7. Proven experience of effectively using ICT and the preparation of resources.	I	
8. To have worked as a HLTA in a specialised provision	AF	