

Person Specification: HLTA (Inclusion)

The following outlines the criteria for this post.

E – essential criteria

D – desirable criteria

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> GCSE Math / English – Grade C or equivalent (E) NVQ level 3 in learning support or similar (D)
EXPERIENCE	<ul style="list-style-type: none"> Experience of working with children / young people within an education or social care setting (E) Recent experience in a Primary / Special School setting or Children's Centre / Nursery (D)
SKILLS AND ABILITIES	<ul style="list-style-type: none"> A standard of written and spoken English and Mathematical skills that supports children's learning within the primary curriculum (E) An understanding of how good attendance is linked to success in education (D) Ability to be creative in exploring a range of approaches to support good attendance (D) Ability to organise and prioritise workload to achieve deadlines (E) Ability to communicate effectively and in a courteous manner, in person and over the telephone to multi-agency professionals and parents (E) Commitment to equalities and the promotion of diversity in all aspects of working (E) Standard keyboard skills (E) Ability to respond positively to difficult / sensitive situations (E) Ability to manage confidential information (E) An understanding of child development (D) Knowledge of the parenting needs of children (D) Knowledge of barriers to learning (D)
PERSONAL QUALITIES	<ul style="list-style-type: none"> Willing to be flexible in working approaches to ensure the smooth day-to-day running of the school and best support all pupils (E) Having a passion for education and the wellbeing of children and their families (E) A team player who is able to reflect the school values of determination, collaboration, respect, positivity and responsibility in daily practice (E) Willing to understand professional development and training (E) Minibus driver / willing to train (D)