

## Alder Grove CofE Primary School

### HLTA PERSONAL SPECIFICATION

	Ess	Des	MOA
<b>KNOWLEDGE / QUALIFICATIONS</b>			
NVQ level 3 or equivalent		*	A/C
Good standard of general education e.g. GCSE English and Mathematics C grade+	*		A/C
Paediatric First Aid Training (or willingness to qualify)		*	A/C
Safeguarding training	*		A/C
Experience of delivering Read, Write, Inc		*	A
Good understanding of children development	*		A/I
Good understanding of the EYFS, KS1 & KS2 Curriculum	*		A/I
<b>EXPERIENCE</b>			
Experience of teaching regularly at a HLTA level across different primary school age groups	*		A/I
Experience of working within primary school setting	*		A/I
Experience of working in a team environment	*		A/I/R
Experience of working closely with parents	*		A/I/R
Experience of planning & leading teaching & learning activities	*		A/I
<b>SKILLS</b>			
The ability to assist in planning and monitoring a teaching programme	*		A/I
Confidentiality and sensitivity	*		A/I/R
Excellent communication and interpersonal skills	*		A/I/R
Good observation and assessment skills	*		A/I/R

Use of IT within the setting and for communications	*		A/R
Able to work independently but also as part of a team	*		A/R
Knowledge of the primary curriculum	*		A/I/R
<b>BEHAVIOUR AND OTHER CHARACTERISTICS</b>			
Flexibility and use of initiative	*		A/I/R
A caring and positive attitude	*		A/I/R
A sense of responsibility	*		A/I/R
Energy and enthusiasm	*		A/I/R
Ability to stay calm under pressure	*		A/I/R
Positive behaviour management	*		A/I/R
A good listener and sensitive to pupils' needs	*		A/I/R
Good sense of humour	*		A/I/R

Key: MOA=Method of Application, A=Application, I=Interview and assessment, R=Reference,  
C=Certificate