

PERSON SPECIFICATION - HLTA

Requirement	Essential	Desirable	Testing Method
1. Qualifications	<p>HLTA status or equivalent</p> <p>English Maths C/4 or equivalent</p> <p>ICT qualification NVQ 2/3 or equivalent.</p>	<p>In addition, the Higher-Level Teaching Assistant might have:</p> <ul style="list-style-type: none"> • Other relevant qualifications (e.g. Foundation Degree in Education) • National Vocational Qualifications in Supporting Teaching and Learning <p>Exam Invigilation qualification</p>	Certificate Application form
2. Experience	Working in a school environment	<p>Working in a SEN school</p> <p>Working with ICT</p> <p>Using MIS and exam portals.</p> <p>Analysing data</p>	Application form Interview
3. Knowledge and skills	<p>High standards of communication skills including written and verbal English</p> <p>Organised Pro-active</p> <p>Excellent time management and planning</p> <p>Ability to work flexibly and under pressure.</p> <p>Good knowledge and skills of</p>	Understanding of SEN & experience of working with learners in SEN environment	<p>Application form</p> <p>Interview questions</p> <p>Interview task</p>

	ICT and IT systems.		
4. Competence	Professional Ability to follow procedures/policies Ability to work as part of a team, lead small working groups and work independently		Interview questions
5. Personal Qualities	Learner focused Team player Emotionally resilient. Enthusiastic Innovative Flexible		Interview questions