



## PERSON SPECIFICATION FOR THE POST OF HLTA AT FENS PRIMARY SCHOOL



Hartlepool Borough Council is committed to safeguarding and promoting the welfare of children and young people. This post is subject to safer recruitment measures, including an enhanced CRB check.

CATEGORY	ESSENTIAL	DESIRABLE	WHERE IDENTIFIED
<b>Application</b>	<ul style="list-style-type: none"> <li>• Fully supported by references.</li> <li>• Well written, well structured, well presented and accurate application.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of current educational issues and their relevance for this school.</li> </ul>	<ul style="list-style-type: none"> <li>• Application, references.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified HLTA Status.</li> </ul>		<ul style="list-style-type: none"> <li>• Application, interview.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience in Primary School settings.</li> <li>• Proven excellence as an HLTA/TA committed to improving children's learning.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in more than one Key Stage.</li> </ul>	<ul style="list-style-type: none"> <li>• Application, references, interview, teaching observation.</li> </ul>

CATEGORY	ESSENTIAL	DESIRABLE	WHERE IDENTIFIED
<b>Experience (continued)</b>	<ul style="list-style-type: none"> <li>• Successful curriculum management – planning, teaching and assessment.</li> <li>• Experience of working successfully and collaboratively with class teachers.</li> <li>• Experience of working successfully and cooperatively in a variety of teams within school.</li> </ul>		
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Evidence of appropriate CPD.</li> </ul>	<ul style="list-style-type: none"> <li>• A range of relevant CPD.</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> </ul>

CATEGORY	ESSENTIAL	DESIRABLE	WHERE IDENTIFIED
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to support staff in maintaining and extending excellent standards.</li> <li>• Possess good inter-personal skills.</li> <li>• Ability to communicate effectively in a variety of ways and in different situations, to a range of audiences, including using IT.</li> <li>• Ability to work as part of a team, demonstrating flexibility and adaptability.</li> </ul>		<ul style="list-style-type: none"> <li>• Application, references, interview.</li> </ul>
<b>Special Knowledge</b>	<ul style="list-style-type: none"> <li>• Secure knowledge and understanding of the needs of primary age pupils, including those with special needs.</li> <li>• Secure knowledge of the structure, delivery and content of the curriculum for 3-11 year olds.</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding and knowledge of current educational issues.</li> <li>• Knowledge of the current Framework for Inspection.</li> <li>• Knowledge of the school self evaluation cycle.</li> </ul>	<ul style="list-style-type: none"> <li>• Application, references, interview.</li> </ul>

CATEGORY	ESSENTIAL	DESIRABLE	WHERE IDENTIFIED
<b>Special Knowledge (continued)</b>	<ul style="list-style-type: none"> <li>• Knowledge of all current safeguarding procedures.</li> </ul>		
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Ability to demonstrate sensitivity, integrity and enthusiasm when working with others.</li> <li>• Ability to work with pupils and parents sensitively, positively and with a caring attitude.</li> <li>• Evidence of being able to build and maintain effective working relationships with staff, governors, parents/carers and the wider community.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of breadth and balance in interests and outlook.</li> <li>• Willingness and motivation to work in partnership with school, key agencies and organisations.</li> </ul>	<ul style="list-style-type: none"> <li>• Application, references, interview.</li> </ul>

Date compiled: 26.05.23