

**PERSON SPECIFICATION**
**Job Role: HLTA for Disadvantaged Students**
**School: Sprowston Community Academy**

	<b>Essential</b>	<b>Desirable</b>	<b>How Measured During Recruitment and Selection Progress</b>
<b>Educational Qualifications</b>	<ul style="list-style-type: none"> <li>● Good literacy and numeracy skills</li> <li>● Good general education</li> </ul>	<ul style="list-style-type: none"> <li>● NVQ in Learning Support</li> <li>● Qualifications in specialist areas</li> <li>● Degree</li> </ul>	<ul style="list-style-type: none"> <li>● Certificates</li> <li>● Application</li> <li>● Interview</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>● Experience of working with others</li> <li>● Experience of delivering interventions</li> </ul>	<ul style="list-style-type: none"> <li>● Experience of working with children in a formal setting</li> <li>● Experience of working with people with special educational needs</li> </ul>	<ul style="list-style-type: none"> <li>● Application</li> <li>● References</li> <li>● Interview</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>● Ability to take the initiative</li> <li>● Positive personality</li> <li>● Adaptable</li> <li>● Enthusiastic</li> <li>● Ability to absorb things quickly</li> <li>● Ability to motivate people</li> <li>● Good organisational skills</li> <li>● Excellent communication skills</li> <li>● Be able to work under instruction</li> <li>● Ability to work under pressure</li> </ul>	<ul style="list-style-type: none"> <li>● Knowledge of special educational needs</li> <li>● Awareness of systems and processes in meeting special educational needs</li> </ul>	<ul style="list-style-type: none"> <li>● Application</li> <li>● Interview</li> </ul>
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>● Strong interpersonal skills</li> <li>● Ability to work alone using own initiative</li> <li>● Able to work as a</li> </ul>		<ul style="list-style-type: none"> <li>● Application</li> <li>● Interview</li> </ul>

	<p>member of a team</p> <ul style="list-style-type: none"><li>● Ability to work with honesty and integrity</li><li>● Smart appearance</li><li>● Responsibility for safeguarding and promoting the welfare of pupils</li></ul>		
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