**HLTA Person Specification**

**BISHOP STOPFORD’S SCHOOL**

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|  | Essential | Desirable |
| **Qualifications** |  |  |
| Degree or equivalent | ✓ |  |
| GCSE Maths and English (grade A – C) or equivalent | ✓ |  |
| HLTA qualification | ✓ |  |
| **Experience** |  |  |
| Proven Skills and Abilities in working with secondary age pupils | ✓ |  |
| Experience of working with students with complex and/or special educational needs | ✓ |  |
| Commitment to professional development | ✓ |  |
| **Professional Knowledge and Understanding** |  |  |
| Knowledge, understanding and commitment to inclusion and equal opportunities | ✓ |  |
| Have an understanding of how to provide effective support to pupils in a range of contexts | ✓ |  |
| Knowledge and understanding of the varied strategies to support students with special educational needs | ✓ |  |
| Clear understanding of effective learning and teaching styles | ✓ |  |
| Knowledge of strategies to engage reluctant or underachieving students | ✓ |  |
| **Professional Skills and Abilities** |  |  |
| Open and approachable, adapts communication to students needs, orally and on paper, shows tact and remains calm | ✓ |  |
| Able to take ownership of responsibilities within role and delivering lessons to a small group of students. This will include a lot of differentiation | ✓ |  |
| Ability to support individual and groups of pupils to ensure they make progress | ✓ |  |
| Ability to cover classes when directed and manage behaviour of whole class in line with the school’s expectations | ✓ |  |
| Ability to work cooperatively and flexibly within a team | ✓ |  |
| Good interpersonal skills | ✓ |  |
| Able to manage and prioritise a variety of tasks ad exhibit good organisational skills | ✓ |  |
| Able to lead interventions to support pupils development and progress | ✓ |  |
| To be able to demonstrate fair and firm strategies according to the school policy for dealing with students | ✓ |  |
| Able to cope with change, to be flexible and to handle uncertainty | ✓ |  |
| An understanding of the importance of confidentiality | ✓ |  |
| Proactive working style with a proven ability to plan ahead | ✓ |  |
| Attention to detail and accuracy | ✓ |  |
| **Personal Qualities** |  |  |
| An enthusiastic persona | ✓ |  |
| Must be able to promote collaboration and work effectively as a team member | ✓ |  |
| Must have good communication skills both orally and in writing | ✓ |  |
| Must be able to manage own work load effectively | ✓ |  |
| Commitment to the School’s Christian ethos | ✓ |  |
| To maintain a personal commitment to professional development linked to the competencies to deliver the requirements of this post | ✓ |  |
| Commitment to the promotion of Health and Safety at work | ✓ |  |