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| EMPLOYEE SPECIFICATIONWhen filling in the application form, please demonstrate with clear, concise examples how you meet the requirements of the post. You will be assessed in relation to the *Essential and Desirable* criteria. Please bear in mind that you must possess the Essential Criteria on day 1 to be able to do the job. If there are large numbers of applicants for the post then all of the criteria will be used for shortlisting. Under the Disability Discrimination Act, we recognise and welcome our responsibility to remove any barriers in our recruitment and selection process. We have tried to assess this in our Job Description and Employee Specification, however if you feel that there are barriers, please tell us in the application form. As part of the DDA we are committed to making reasonable adjustments, wherever possible and it would help us to know your needs in order to do this. |

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| **Post Title:** HLTA | **Directorate/School:** Springwell Leeds Academy | **Grade:** 6 |

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| **Criteria No** | **Attributes** | **Criteria** | **How Identified** | **Rank** |
|  | Relevant Experience | A minimum of 3 years relevant experience.Experience working with children of relevant age in a learning environment.Several years’ experience working in a relevant discipline in a learning environment.Experience of working with pupils with additional needs. | Application / InterviewApplication / InterviewApplication / InterviewApplication / Interview | EssentialEssentialEssentialEssential |
|  | Education and Training Attainments | Gained HLTA status, NVQ 4 or equivalent.Excellent numeracy / literacy skills (minimum GCSE C or above in English and Maths).ICT – at least a level 2 qualification.Training in relevant learning strategies e.g. literacy.Specialist skills/ training in curriculum or learning area e.g. SEN, SEMH, interventions, or other. | Application / InterviewApplication / InterviewApplication / InterviewApplication / InterviewApplication / Interview | EssentialEssentialEssentialEssentialEssential |
|  | General and Special Knowledge | Full working knowledge of relevant policies/ codes of practice/legislationWorking knowledge and experience of implementing national / foundation stage curriculum and other relevant learning programmes / strategiesGood understanding of child development and learning processesUnderstanding of statutory frameworks relating to teachingAbility to organise, lead and motivate a teamConstantly improve own practice/ knowledge through self- evaluation and learning from others | Application / InterviewApplication / InterviewApplication / InterviewApplication / InterviewApplication / Interview | EssentialEssentialEssentialEssentialEssential |
|  | Skills and Abilities | Ability to relate well to children and adultsWork constructively as part of a team, understanding classroom roles and responsibilities and your own position within theseEffective use of ICT to support learningUse of specialist equipment / resourcesAbility to self-evaluate learning needs and actively seek learning OpportunitiesRelevant knowledge of first aidAbility to plan effective actions for pupils at risk of underachievingUnderstand range of support services / providers | Application / InterviewApplication / InterviewApplication / InterviewApplication / InterviewApplication / InterviewApplication / InterviewApplication / InterviewApplication / Interview | EssentialEssentialEssentialEssentialEssentialEssentialEssentialEssential |
|  | Additional Factors  | This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment | Application / Interview | Essential |