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| EMPLOYEE SPECIFICATION When 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 / Interview  Application / Interview  Application / Interview  Application / Interview | Essential  Essential  Essential  Essential |
|  | 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 / Interview  Application / Interview  Application / Interview  Application / Interview  Application / Interview | Essential  Essential  Essential  Essential  Essential |
|  | General and Special Knowledge | Full working knowledge of relevant policies/ codes of practice/legislation  Working knowledge and experience of implementing national / foundation stage curriculum and other relevant learning programmes / strategies  Good understanding of child development and learning processes  Understanding of statutory frameworks relating to teaching  Ability to organise, lead and motivate a team  Constantly improve own practice/ knowledge through self- evaluation and learning from others | Application / Interview  Application / Interview  Application / Interview  Application / Interview  Application / Interview | Essential  Essential  Essential  Essential  Essential |
|  | Skills and Abilities | Ability to relate well to children and adults  Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these  Effective use of ICT to support learning  Use of specialist equipment / resources  Ability to self-evaluate learning needs and actively seek learning  Opportunities  Relevant knowledge of first aid  Ability to plan effective actions for pupils at risk of underachieving  Understand range of support services / providers | Application / Interview Application / Interview  Application / Interview  Application / Interview  Application / Interview  Application / Interview  Application / Interview  Application / Interview | Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential |
|  | 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 |