

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.

Post Title: HLTA	Directorate/School: Springwell Leeds Academy	Grade:
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Criteria No	Attributes	Criteria	How Identified	Rank
	Relevant Experience	<ul style="list-style-type: none"> 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 Form / Interview Application Form / Interview Application Form / Interview Application Form / Interview	Essential Essential Essential Essential
	Education and Training Attainments	<ul style="list-style-type: none"> 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 Form / Interview Application Form / Interview Application Form / Interview Application Form / Interview Application Form / Interview	Essential Essential Essential Essential Essential
	General and Special Knowledge	<ul style="list-style-type: none"> 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 	Application Form / Interview Application Form / Interview	Essential Essential

		<ul style="list-style-type: none"> • 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 	<p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
	Skills and Abilities	<ul style="list-style-type: none"> • 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 	<p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
	Additional Factors	<ul style="list-style-type: none"> • 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 	<p>Application Form / Interview</p>	<p>Essential</p>