

## Person Specification

<b>Role</b>	<b>Higher Level Teaching Assistant (HLTA)</b>	<b>Last Reviewed</b>	March 2023
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### Importance of a Person Specification

When shortlisting, the below criteria will be assessed as either *Essential (E)* or *Desirable (D)*.

These criteria are reviewed throughout the selection process and will be considered if there is evidence in your *Application Form (AF)*, your *Supporting Statement (SS)* or if we further our criteria seeking at the *interview stage (I)*. Your application form therefore needs to identify and provide some examples of how and why you feel you can demonstrate some or all of the criteria below.

JE	Criteria	Essential	Desirable	How Assessed
<b>Personal Qualities</b>				
II2	Ability to take own initiative and prioritise own work load with little or no supervision	E		AF/SS
IC4	Excellent interpersonal skills with the ability to communicate in written and verbal forms to a variety of audiences. Highly developed interpersonal caring or training skills in order to meet the very demanding needs of pupils	E		AF/SS
S	Ability to work as part of a team and individually	E		AF
MC3	Prolonged periods of enhanced mental attention are for all or most of the working day	E		I
P1	Ability to undertake work which requires, occasional physical effort	E		AF/I
<b>Knowledge &amp; Skills</b>				
K3	Awareness of the inclusion of children and young people with ASC. Work with setting staff to improve the outcomes for children and young people with ASC	E		AF/SS
K2	Basic literacy and numeracy skills required	E		AF/SS
K1	Ability to follow straight forward instructions	E		SS/I
K1	Ability to maintain basic work records electronically and in writing	E		AF/SS
<b>Technical</b>				
S	Ability to deliver a programme of work/training/strategies to support child/young person with ASC	E		AF/SS
<b>Experience</b>				

S	Successful experience of working with young people with ASC and other SEND.	E		I/AF/SS
S	An understanding of the diverse learning and social needs of young people particularly those with ASC.	E		AF/SS
RPh1	Experience in handling or processing information with accuracy, security and confidentiality with normal levels of care	E		AF/SS
ED3	Experience of working with people with emotional and social health issues	E		AF/SS
		E		AF/SS
<b>Qualifications</b>				
	5 A*-C Grades GCSE including English and Math's		D	AF
	NVQ L2/L3		D	AF
	HTLA qualification		D	AF
<b>Service</b>				
	A commitment to working for the benefit of others	E		SS / I
	A commitment to working within the expectation outlined in the Catholic purpose of all job descriptions	E		SS / I