

**HLTA – Learning Support**

 **Person Specification**

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|  | **Essential** | **Desirable** | **Evidence** |
| **Qualifications/Education:** |  |  |  |
| 4 GCSE'S or equivalent Grade A-C or equivalent to include English & Maths | ✓ |  |  |
| Attainment of NVQ level 3 qualification or equivalent, for example, A-Levels |  | ✓ |  |
| Educated to degree level or equivalent, or substantial relevant experience that demonstrates a high order of literacy, numeracy and analytical skills. |  | ✓ |  |
| **Knowledge, Skills & Experience:**  |  |  |  |
| Understanding of the distinctive nature of a faith school | ✓ |  |  |
| Working within a school environment. | ✓ |  |  |
| Working successfully and cooperating as a member of a team. | ✓ |  |  |
| Experience of using SIMS to include inputting student data and manipulating reports. |  | ✓ |  |
| Experience of working around children/young persons, preferably in a school setting. |  | ✓ |  |
| Knowledge of the requirements of the national literacy and numeracy strategies. | ✓ |  |  |
| Knowledge and understanding of learning support strategies  | ✓ |  |  |
| Understanding of behaviour management strategies. | ✓ |  |  |
| Understanding of statutory requirements concerning safeguarding, including Child Protection, Equal Opportunities and Health and Safety. |  | ✓ |  |
| Willing to undertake training to fulfil the needs of the role and support the school and academy. | ✓ |  |  |
| Willing to undertake first aid training | ✓ |  |  |