



HATTON ACADEMIES TRUST PERSON SPECIFICATION

Post Title: Teaching Assistant (L4) (HLTA) – Primary Academy

Education and Training:

Essential Criteria	Desirable Criteria
Level 2 (or equivalent) qualifications in English and Mathematics	First Aid training / training specific medical procedures as appropriate
NVQ Level 4 (or equivalent) in a relevant subject (eg Higher Level Teaching Assistant standards)	
Substantial experience of working in a related field plus completion of in-house personal development courses within a similar role	Knowledge of Read Write Inc
Specialist skills / training in curriculum or learning area (for example sign language, bi-lingual, dyslexia)	

Experience & Knowledge:

Essential Criteria	Desirable Criteria
Appropriate level of data protection, security and confidentiality awareness	Working knowledge of implementing national curriculum and other relevant learning programmes
Appropriate IT skills including Microsoft Word and Excel	Evidence of mentoring skills at a level relevant to the role
Flexible and responsive – able to address potentially challenging situations by problem-solving and negotiation.	Ability to organise, lead and motivate a team

Attitude:

Essential Criteria	Desirable Criteria
Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	
A willingness to work with children with special educational needs and/or disabilities.	

Hatton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Essential Criteria	Desirable Criteria
Enjoy working with children in a respectful and empathetic manner.	
Ability to work using own initiative, to be proactive and work as part of a team.	
Reliable in order to maintain the consistency of expectations and standards.	
Commitment to deliver first class support to staff and pupils within a clearly defined system	
Good interpersonal skills in order to develop positive working relationships with pupils and staff.	
Must be suitable to work with children.	
Commitment to outstanding safeguarding practices	

Physical Ability:

Essential Criteria	Desirable Criteria
Physically fit to move around the school, walking, standing and sitting with pupils	
Physically fit to set out PE equipment and help move heavy equipment	
Ability to carry out playground duties in variable weather conditions	
Ability to clean up toilet accidents and help clean up children who have been ill (if required)	