



ROXETH PRIMARY SCHOOL

HLTA

PERSON SPECIFICATION

Job Title:	HLTA	Job Category:	Support Staff
Responsible to:	Head Teacher	Supervisory Responsibility:	None
Location:	Roxeth Primary School	Position Type:	Permanent, term time only plus INSET days
Grade/Salary:	G5, Point 17 - 20	Hours per Week:	32.5
Applications Accepted By:			
EMAIL: kcoulson.310@lgflmail.org		POST: Mr S Deanus, Head Teacher Roxeth Primary School, Brickfields, Byron Hill Road, Harrow on the Hill, Middx, HA2 0JA	
Job Description			
<u>JOB- RELATED KNOWLEDGE, APTITUDES AND SKILLS</u>			
<u>ESSENTIAL</u>			
<ol style="list-style-type: none"> 1. Ability to empathise and work effectively with children and adults 2. An understanding of the issues relating to pupils who have additional learning needs 3. Ability to be patient with children especially those who struggle with learning 4. Ability to be consistent with expectations and behaviour management when working with children who need help with behaviour or learning 5. Ability to maintain good order and discipline of a group or class of pupils 6. Ability to liaise with parents, carers and professionals and manage confidential information appropriately 7. Ability and willingness to work in a team under direction of colleagues 8. Ability and willingness to undertake minor admin tasks as required 9. Ability to remain calm under pressure and prioritise conflicting demands and pressures 10. A commitment to safeguarding all children 11. Ability to be highly flexible and respond to the changing needs of the school 12. Ability to understand and execute effectively given planning from teaching staff 13. A willingness to learn how to support children's learning across the primary age range, and to enjoy working with children 14. Ability to self-evaluate learning needs and actively seek learning opportunities 15. Ability to act on feedback 16. Be skillful in using relevant equipment and technology 17. Flexibility and willingness to accept change 			

18. A willingness to share knowledge, expertise and experience
19. Ability to work proactively and independently
20. Be approachable, courteous and able to present a positive image of the school to others
21. Excellent attendance and punctuality
22. Good cooperative, interpersonal and listening skills
23. A working knowledge of relevant policies/codes of practice and awareness of relevant legislation
24. A working knowledge of EYFS, KS1 and KS2 curriculum
25. Ability to form positive relationships with children and demonstrate this in interactions both in the classroom and other areas of the school environment, such as in the playground
26. Proactive attitude to learning and development of self, in order to provide a richer learning experience for the children

DESIRABLE

1. Ability or willingness to work with children with varied learning needs – for example EAL, SEND or able pupils
2. An interest or skills that may help to enrich children’s learning eg. Knowledge of another language, cooking, reading, gardening, art etc.
3. Good ICT skills or willingness to be trained in this area.

EXPERIENCE

ESSENTIAL

1. Experience of working with Primary age children
2. Minimum experience of at least 3 years working as a teaching assistant in a school
3. Experience of working with pupils with additional educational needs
4. Experience of working as part of a team
5. Experience of leading learning in large groups or class sessions in the teachers absence

EDUCATION AND QUALIFICATIONS

ESSENTIAL

1. NVQ Level 3 or above (or in training)
2. Good level of verbal and written English, including the ability to communicate effectively with parents, carers and professionals
3. Evidence of continuous CPD and commitment to further professional development

DESIRABLE

1. Knowledge of First Aid, preferably supported by a recognised First Aid Certificate
2. Qualifications relating to the role of HLTA (or evidence of working towards gaining something similar)

COMMITMENT

1. Roxeth Primary School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of all children and expects its employees to share this commitment

PHYSICAL REQUIREMENTS

ESSENTIAL

1. To be able to use stairs in a building without a lift

2. To be able to undertake outdoor play and lunchtime duties regularly in all seasons
3. To be able to use positive handling techniques, once officially trained

DESIRABLE

1. Ability to support children with personal care if required – for example changing nappies or cleaning children

Reviewed By:	Steve Deanus, HT	Date:	March 2024
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