

Person Specification

Role	Higher Level Teaching Assistant (HLTA)	Last Reviewed	November 2025
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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
Personal Qualities			
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
Knowledge & Skills			
K3	Awareness of the inclusion of children and young people with SEND. Work with setting staff to improve the outcomes for children and young people with SEND	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
Technical			

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S	Ability to deliver a programme of work/training/strategies to support child/young person with SEND	E	AF/SS
Experience			
S	Successful experience of working with young people with SEND.	E	I/AF/SS
S	An understanding of the diverse learning and social needs of young people particularly	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
Qualifications			
	5 A*-C Grades GCSE including English and Math's	E	AF
	HLTA Qualification	D	AF
	NVQ L2/L3	D	AF
Service			
	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