



Elements Primary School

Creative · Unique · Innovative



WELLSPRING

ACADEMY TRUST

We Make A Difference

**Personal Specification
HLTA & Extended School Coordinator**

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	HOW IDENTIFIED
EDUCATION & TRAINING ATTAINMENTS	Can use ICT effectively to support learning. Ability to organise, lead and motivate a team. Ability to relate well to children and adults.	Constantly improve own practice/ knowledge through self evaluation and learning from others.	Application form. Visual inspection of certificates at interview.
KNOWLEDGE AND UNDERSTANDING	Understanding of statutory frameworks relating to teaching. Experience working with children of relevant age in a learning environment. Working knowledge and experience of implementing national/foundation stage curriculum and other relevant learning programmes/strategies. Good understanding of child development and learning processes. Full working knowledge of relevant policies/codes of practice/legislation.	Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these. Work constructively as a team lead WRAP around provision.	Application form. Interview.
QUALIFICATIONS /TRAINING	Meet Higher Level Teaching Assistant standards or equivalent qualification experience Excellent numeracy/literacy skills - equivalent to NVQ Level 2 in English and Maths Training in relevant learning strategies e.g. literacy	Specialist skills/training in curriculum or learning area e.g. bi-lingual, sign language. ICT	Application form. Selection process
OTHER CONDITIONS	Subject to enhanced DBS check		