

HLTA

Person Specification

Factors	Essential	Desirable
<i>Qualifications / skills / knowledge and / or ability:-</i>		
▪ HLTA status/qualifications or unqualified HLTA prepared to undergo training	▪	
▪ Have experience of students with ASD or special school setting		▪
▪ Able to disseminate information widely	▪	
▪ Good communication and listening skills	▪	
▪ Have the ability to work as a member of a team	▪	
▪ Ability to organise and prioritise work	▪	
▪ Able to working under pressure and meet tight deadlines	▪	
▪ Good oral and written communication	▪	
▪ Confident and self motivated	▪	
▪ Good interpersonal and negotiation skills	▪	
▪ Attention to detail	▪	
▪ Maintain a positive and flexible attitude	▪	
▪ Understanding of teaching and learning practices	▪	
<i>Personal qualities:-</i>		
▪ Empathy with the needs of all students	▪	
▪ Enthusiastic, positive, conscientious, flexible	▪	
▪ Team player	▪	
▪ Have a commitment to continuous professional development	▪	
▪ Fully committed to equal opportunity for all	▪	

Every member of staff is required to complete team teach positive behaviour support training before employment begins and refresher training periodically thereafter.