

HLTA (Work Related Learning)

Person Specification

Factors	Essential	Desirable
<i>Qualifications / skills / knowledge and / or ability:-</i>		
▪ Minibus driver or prepared to be a minibus driver	▪	
▪ Experience in the preparation of relevant documents for offsite trips/running of offsite trips		▪
▪ HLTA status/qualification (will be studied post start if not already in place)		▪
▪ Have experience of students with ASD or special school setting		▪
▪ Able to disseminate information widely	▪	
▪ Good organisational, prioritisation, communication and listening skills	▪	
▪ Have the ability to work as a member of a team	▪	
▪ Working under pressure and meeting 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	▪	
▪ Organised and able to work under pressure	▪	
▪ Fully committed to equal opportunity for all	▪	