

HLTA – R (Café Intervention)

Person Specification

Factors	Essential	Desirable
<i>Qualifications / skills / knowledge and / or ability:-</i>		
<ul style="list-style-type: none"> ▪ Good IT skills to efficiently use emails and disseminate information 	▪	
<ul style="list-style-type: none"> ▪ Ability to motivate students to learn transferable skills 	▪	
Good organisational skills to collate and manage rotas		
<ul style="list-style-type: none"> ▪ HLTA status/qualifications or unqualified HLTA prepared to undergo training 		▪
<ul style="list-style-type: none"> ▪ Have experience of students with ASD or special school setting 		▪
<ul style="list-style-type: none"> ▪ Able to disseminate information widely 	▪	
<ul style="list-style-type: none"> ▪ Good communication and listening skills 	▪	
<ul style="list-style-type: none"> ▪ Have the ability to work as a member of a team 	▪	
<ul style="list-style-type: none"> ▪ Ability to organise and prioritise work 	▪	
<ul style="list-style-type: none"> ▪ Able to working under pressure and meet tight deadlines 	▪	
<ul style="list-style-type: none"> ▪ Good oral and written communication 	▪	
<ul style="list-style-type: none"> ▪ Confident and self motivated 	▪	
<ul style="list-style-type: none"> ▪ Good interpersonal and negotiation skills 	▪	
<ul style="list-style-type: none"> ▪ Attention to detail 	▪	
<ul style="list-style-type: none"> ▪ Maintain a positive and flexible attitude 	▪	
<ul style="list-style-type: none"> ▪ Understanding of teaching and learning practices 	▪	
<i>Personal qualities:-</i>		
<ul style="list-style-type: none"> ▪ Empathy with the needs of all students 	▪	
<ul style="list-style-type: none"> ▪ Enthusiastic, positive, conscientious, flexible 	▪	
<ul style="list-style-type: none"> ▪ Team player 	▪	
<ul style="list-style-type: none"> ▪ Have a commitment to continuous professional development 	▪	
<ul style="list-style-type: none"> ▪ 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.