

# The Godolphin Junior Academy

## Person Specification

| <b>HLTA</b>              |  |  |
|--------------------------|--|--|
|                          | <b>Essential</b>   | <b>Desirable</b>   |
| Qualifications           | <p>Meet HLTA standards effectively and efficiently.</p> <p>Hold a HLTA qualification.</p> <p>Demonstrable levels of numeracy &amp; literacy equivalent to GCSE (A-C).</p> <p>Evidence of specialism in specific curriculum areas or areas of particular learning difficulty.</p>   |  |
| Experience               | <p>A minimum of two years' experience of working with children preferably in an education setting.</p> <p>Experience required in KS2.</p>  |  |
| Specialist Knowledge     | <p>Knowledge of the requirements of the national literacy and numeracy strategies.</p> <p>Knowledge &amp; understanding of the National Curriculum including the literacy and numeracy strategies.</p> <p>Understanding and implementing behaviour management strategies.</p> <p>Good understanding of child development and learning processes and ability to observe, monitor and provide constructive feedback.</p> | <p>Understanding of First Aid procedures.</p> <p>A basic understanding of principles of child development and learning processes.</p> <p>Knowledge and understanding of SEN.</p> <p>Ability to plan effective actions for pupils at risk of underachieving.</p> <p>Understanding of a range of support services and other agencies as appropriate.</p> <p>Understanding of statutory frameworks related to teaching.</p> |
| Personal Qualities       | <p>Effective oral and written communication skills.</p> <p>Excellent interpersonal skills both in working relationship with young pupils and in forming effective professional relationships with a wide range of contacts.</p> <p>Good organisational and time management skills.</p> <p>Ability to self-evaluate learning needs and actively seek learning opportunities.</p>  | <p>Sound IT skills to support learning and maintain electronic information systems.</p>  |
| Professional Development | <p>Attend training as appropriate and relevant to the post, including Behaviour Management, Child Protection training and Safe Guarding.</p>   |  |