

### Person Specification

<b>Job Title:</b>	HLTA Teaching Assistant
<b>Grade:</b>	Grade 4
<b>Location:</b>	Finham Primary School, Green Lane, Coventry, CV3 6EJ

<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Understanding of relevant codes of practice/ and legislation</li> <li>• Basic understanding of child development and learning</li> <li>• Training in relevant learning strategies, especially Early Reading</li> <li>• Knowledge of a range of strategies to promote good behaviour</li> <li>• Awareness of whole-school confidentiality issues</li> <li>• Knowledge of autism would be desirable</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• To effectively use ICT and other equipment – video, photocopier</li> <li>• Ability to relate well to children and adults</li> <li>• Ability to self evaluate learning needs</li> <li>• Able to manage the behaviour of pupils</li> <li>• Able to motivate and inspire young learners</li> <li>• Able to support processes and procedures for pupil learning</li> <li>• Able to demonstrate initiative and work constructively as part of a team</li> <li>• Able to work in a flexible and responsive way</li> <li>• Demonstrates tact, discretion and confidentiality</li> <li>• Demonstrates competence in numeracy and literacy</li> <li>• Good communication skills</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with children of relevant age or with specific special needs, including children with speech, language and communication difficulties</li> </ul>
<b>Educational</b>	<ul style="list-style-type: none"> <li>• GCSE English and Mathematics</li> <li>• NVQIII for Teaching Assistants is essential or equivalent qualifications or experience</li> </ul>
<b>Special Requirements</b>	<ul style="list-style-type: none"> <li>• This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment</li> </ul>





**A school built on the 5 core values of Teamwork, Respect, Integrity, Enjoyment and Discipline!**