



# Woodlands Community College

## Person Specification – HLTA

Essential requirements are those, without which, the candidate would not be able to fulfil the responsibilities of the role. It is expected that the post holder will have the knowledge and qualifications indicated or their equivalent.

Desirable requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Professional qualifications	Essential	Desirable	Evidence
Educated to GCSE level (Grade A-C) or equivalent in English, Mathematics and Science in addition to other qualifications/experience	*		Application and documents
Educated to A Level or equivalent		*	
Educated to Degree level in relevant discipline		*	
Qualified Teacher Status (QTS)		*	
Evidence of committing to Continuing Personal Development	*		
Professional experience	Essential	Desirable	Evidence
Experience in working successfully within a secondary school setting		*	Application Interview References
Personal Skills	Essential	Desirable	Evidence
Reliable and punctual	*		Interview and References
Commitment to safeguarding and promoting the welfare of our students whilst maintaining confidentiality	*		
Shows initiative, organisation and time management skills	*		
Ability to communicate with people appropriately	*		

Respect Responsibility Resilience



and effectively demonstrating patience, resilience and tolerance to develop positive working relationships with students, parents, staff, Governors and local community			
Ability to manage change, involving and consulting students, parents, staff, Governors and others		*	
Empathy for students with special educational needs	*		
Is approachable, but able to set appropriate personal and professional boundaries	*		
Ability to work under pressure	*		
Ability to command respect from students	*		
Relates well to students	*		
Listens effectively and is sensitive to the views of others	*		
Commitment to the wider role of staff working in education	*		
Proven ability to motivate, inspire and manage staff and students	*		
<b>Personal attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidenced</b>
Keen to support the 3R values, Respect, Responsibility and Resilience, the vision, ethos and culture of the school, recognising the needs of students, staff and the community.	*		Interview
Positive mind set with a passion for overcoming barriers. Flexibility to be able to handle unexpected situations with professionalism.	*		
Ability and willingness to work alone or as part of a team, as required	*		
Strong working ethos with a pro-active, positive, enthusiastic and flexible approach.	*		
Adaptability to quickly adjust teaching methods to meet the needs of all students.	*		

Respect Responsibility Resilience



Professional attributes	Essential	Desirable	Evidenced
High expectations of learners and a commitment to ensuring they achieve their full potential	*		Interview
Awareness of professional duties	*		
Clear thinker and communicator	*		
Leads by example and acts on advice	*		
Ability to reflect and improve practice	*		
Passionate about the importance of reading and literacy for all	*		
Ability to maintain confidentiality	*		
Special requirements			
<ul style="list-style-type: none"> <li>• The successful candidate will be subject to an enhanced Disclosure and Barring Service Check.</li> <li>• Right to work in the UK.</li> <li>• Evidence of a commitment to promoting the welfare and safeguarding of children and young people.</li> <li>• Show a commitment and proactive approach to drive forward equality, equity, diversity and inclusion and</li> <li>• Compliance with all School and Trust policies</li> </ul>			

Respect Responsibility Resilience