

HLTA EMPLOYEE SPECIFICATION

| | ESSENTIAL | DESIRABLE | HOW MEASURED |
|-----------------------------|--|---|--|
| EXPERIENCE | <ul style="list-style-type: none"> • Proven record of supporting the teaching and learning experience for pupils. • Being part of planning and pupils' work at various levels. • Leading and managing staff. • Collaborative working. • Working with children who have SEND across all categories. | <ul style="list-style-type: none"> • HLTA Qualification | <ul style="list-style-type: none"> • Letter. • Interview. • References. |
| QUALIFICATIONS | <ul style="list-style-type: none"> • Maths GCSE A*-C or equivalent • English GCSE A*-C or equivalent • Evidence of CPD relevant to the post. • HLTA Qualification | <ul style="list-style-type: none"> • Level 2 Safeguarding qualification or the willingness to work towards • Level 3 or above qualification. | <ul style="list-style-type: none"> • Application form |
| SPECIALIST KNOWLEDGE | <ul style="list-style-type: none"> • Detailed knowledge of implementing strategies to meet the needs of pupils with Special Educational Needs. • To be aware of differentiation strategies that would enable pupils with SEND to achieve throughout the school. • Knowledge of the strategies required to engage vulnerable children to enable them to develop socially, morally, and educationally. • Familiarity with the SEND Code of Practice. | <ul style="list-style-type: none"> • Knowledge of support paths and agencies for pupils with SEND. • Experience of working with other agencies to facilitate the best support for pupils. | <ul style="list-style-type: none"> • Letter. • Interview. • References. |

| | ESSENTIAL | DESIRABLE | HOW MEASURED |
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| COMPETENCIES | <ul style="list-style-type: none"> • The ability to motivate others. • Good communication skills. • Good interpersonal skills. • The ability to think “out of the box” • The ability to work as part of a team. • The ability to lead a team. • Resilience • Tenacity • Time management skills. • ICT skills. • Ability to facilitate work for pupils with SEND across the school. | <ul style="list-style-type: none"> • Administrative skills. • Skills in mentoring and supporting pupils. | <ul style="list-style-type: none"> • Letter. • Interview. • References. |
| OTHER | <ul style="list-style-type: none"> • An educational philosophy which values equal opportunities and the importance of the individual as well as having complete faith in the power of education to transform young people’s lives. • A strong commitment to teaching and the philosophy of “Every Child Matters”. • The ability to see beyond present circumstances and remain focused on longer-term possibilities. • An educational philosophy which emphasises equal opportunities, inclusivity, and the importance of the individual. • Adaptability. • A sense of humour. | <ul style="list-style-type: none"> • A range of interests and activities both inside and outside school. • A commitment to extra-curricular activities. • Awareness and interest in vocational aspects of the curriculum. | <ul style="list-style-type: none"> • Letter. • Interview. • References. |
| <p>The post is subject to:</p> <ul style="list-style-type: none"> • Disclosure of convictions under the Rehabilitation of Offenders (Exemption) Act 1974 Yes • Political restriction Yes <input type="checkbox"/> No <input type="checkbox"/> • The ability to speak fluent English under the Immigration Act 2016 Yes <input type="checkbox"/> No <input type="checkbox"/> | | | |