



Personnel Specification

Job Title: HLTA Level 4 Co-op Academy Southfield

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Successful experience of working with young people. • Extensive recent experience of working with a range of young people with SEND • Experience of working in a successful team. • Successful experience of leading learning activities with small groups • Successful experience of communicating with parents in a formal setting. 	<ul style="list-style-type: none"> • Experience working with young people in a school setting. • Experience of assessing and identifying needs • Experience of working with parents to support their children's learning
Qualifications	<ul style="list-style-type: none"> • HLTA Status or equivalent 	<ul style="list-style-type: none"> • Evidence of further relevant study.
Training	<ul style="list-style-type: none"> • Training related to SEND • Evidence of recent and relevant professional development. 	
Special knowledge and skills.	<ul style="list-style-type: none"> • Excellent communication skills. • An ability to plan and deliver programmes and interventions to meet specific needs • An understanding of an inclusive school environment. • ICT literate. • The ability to understand and empathise with the school community. • The ability to prioritize and manage records and paper work • The ability to contribute effectively to the planning and preparation of learning activities 	<ul style="list-style-type: none"> • An understanding of current educational issues • Working knowledge of a range of SEND Specific strategies
Personal attributes	<ul style="list-style-type: none"> • An ability to empathise with and motivate young people. • The ability to review, evaluate and lead by example. • A commitment and desire to continue learning. • An ability to think flexibly and use a variety of strategies to engage young people in learning. 	

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.