



PERSON SPECIFICATION

JOB TITLE: HLTA / ASSISTANT SENCO

GRADE: PASS 4 ADVANCED

Note to Applicant: In your application, you should provide evidence of meeting all points on the person specification.

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Experience (relevant work and other experience)	<ul style="list-style-type: none"> Previous experience in the education of pupils with special educational needs Experience of supervising a team of staff Experience of working with young people 	Previous experience of working a school environment	A, I
Skills and abilities	<ul style="list-style-type: none"> Ability to develop effective relationships with pupils, parents/carers and colleagues Ability to demonstrate a knowledge of the issues involved in managing young people effectively Good communication skills, both written and verbal Ability to work on own initiative Ability to work as part of a team Effective time management and personal organisation skills Ability to enforce school policies and matters of pupil discipline Ability to respect matters of confidentiality Ability to demonstrate effective listening skills Excellent Literacy, Numeracy and ICT skills Ability to use Microsoft Office packages 	Evidence of the ability to innovate	A, I, O
Training	<ul style="list-style-type: none"> Meet Higher Level Teaching Assistant standards – to either have the HLTA Award or be prepared to work towards attaining qualification Willingness to undertake applicable training relating to the post 	Willingness to visit other establishments to obtain best practice	A, I
Education qualifications /	<ul style="list-style-type: none"> Good standard of general education 	3 Grade C or above (or equivalent) including Maths and English	A
Other	<ul style="list-style-type: none"> Approachable, courteous and able to present a positive image of the school at all times Flexible, dependable and loyal 		A, I
Safeguarding	<ul style="list-style-type: none"> Position subject to Enhanced DBS and Barred List check Position subject to two satisfactory references 		