

# Person Specification

## HLTA - Behaviour & Relationships Manager



Factor	Essential	Desirable	Assessment*
<b>Qualification</b>	<ul style="list-style-type: none"> <li>Educated to a minimum of GCSE (or equivalent) Grade 4 in Maths and English.</li> </ul>	<ul style="list-style-type: none"> <li>CPD in medical conditions and learning needs</li> </ul>	A, D
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working with pupils with SEND in an educational setting.</li> <li>Experience with managing complex behaviour cases</li> <li>Experience working with stakeholders in relation to behaviour</li> <li>Experience of the use of Physical Intervention</li> <li>Experience of working with pupils with challenging behaviour (SEMH).</li> </ul>	<ul style="list-style-type: none"> <li>Experience of managing pupil groups and activities</li> <li>Understanding of EHCPs</li> <li>Experience of Multi-Agency and/or parent meetings</li> <li>Instructing and supporting colleagues (not managing)</li> <li>Experience in advanced level Team Teach</li> </ul>	A, I, R
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>Able to work with individual, group and whole classes.</li> <li>Good communication skills, both verbal and written.</li> <li>Good organisation skills.</li> <li>Competent ICT and administration skills</li> <li>In depth understanding of the 'cycle of influence' in relation to changing behaviour</li> <li>Post-incident learning</li> <li>Knowledge of restorative approaches</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of multi-agency working</li> <li>Knowledge of a range of pupil behaviour strategies.</li> <li>Knowledge of basic first aid.</li> </ul>	A, I, R
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>To complete a Disclosure &amp; Barring Service Disclosure.</li> <li>Ability to engage effectively with young people.</li> <li>Ability/desire to work collaboratively to effect school improvement.</li> <li>Enthusiasm.</li> <li>Flexibility and adaptability.</li> <li>Ability to work calmly under pressure.</li> <li>Ability to work as part of a team.</li> <li>Willingness to take a full part in the life of the school.</li> <li>Approachable</li> <li>Able to positively manage others</li> <li>Be hardworking and reliable.</li> <li>Be a good timekeeper.</li> <li>Candidates should indicate a commitment to equal rights regardless of age, gender, orientation, ethnicity or religion.</li> </ul>	<ul style="list-style-type: none"> <li>Be motivational and have high aspirations for oneself and for our pupils.</li> <li>Commitment to enhancing teaching and learning.</li> </ul>	A, I, R

\*Assessment Method – details how the criteria will be assessed

**A** = Application Form, **I** = Interview, **R** = References, **D** = Documentary Evidence