



PERSON SPECIFICATION

Job Title

Higher Level Teaching Assistant (INCLUSION AND SEND)

Qualifications

Essential

- HLTA qualification or equivalent experience.
- GCSE English and Mathematics (Grade 4/C or above) or equivalent.

Desirable

- Relevant SEND qualification or accredited training.
- First Aid qualification.
- Additional training in areas such as autism, ADHD, speech and language, SEMH or dyslexia.

Experience

Essential

- Experience of supporting pupils with SEND in a primary school.
- Experience of delivering interventions to individuals and small groups.
- Experience of working collaboratively with teachers and support staff.
- Experience of monitoring and recording pupil progress.

Desirable

- Experience of covering whole classes.
- Experience of supporting or mentoring support staff.
- Experience of contributing to SEND projects or whole-school initiatives.

Knowledge and Understanding

Essential

- Understanding of inclusive education and the SEND Code of Practice.
- Knowledge of a range of SEND needs and effective support strategies.
- Understanding of child development and learning.
- Understanding of safeguarding responsibilities.

Desirable

- Knowledge of assessment and progress monitoring systems.
- Understanding of graduated approaches to SEND support.
- Understanding of adaptive teaching and ordinarily available provision.

Skills and Abilities

Essential

- Excellent communication and interpersonal skills.
- Ability to build positive relationships with pupils, staff and families.
- Ability to work independently and use initiative.
- Strong organisational and administrative skills.
- Ability to adapt support strategies to meet individual needs.
- Ability to maintain accurate records and documentation.
- Ability to lead small groups and whole classes confidently.
- Ability to work collaboratively as part of a multidisciplinary team.

Personal Qualities

Essential

- Commitment to inclusion and high expectations for all pupils.
- Positive, flexible and solution-focused approach.
- Professional integrity and discretion.
- Resilient and calm under pressure.
- Commitment to ongoing professional development.
- Ability to work as an effective member of a team.

Desirable

- Interest in contributing to wider school improvement.
- Enthusiasm for developing innovative approaches to SEND provision.
- Commitment to promoting independence and positive outcomes for all learners.