



An All-through Co-operative School

*“Making School Memorable by Striving for Excellence”*

Person Specification	
<p><b>Post Title:</b> SEND Higher Level Teaching Assistant</p> <p><b>Grade:</b> Salary – Scale 5, spinal point 12 –17 plus Outer London Weighting</p>	
Qualifications	
<b>Essential</b>	
<ul style="list-style-type: none"> <li>• Good written and spoken English and numeracy skills – GCSE Grade C or equivalent</li> <li>• At least 3 years’ experience in LSA role or similar</li> </ul>	
<b>Desirable</b>	
<ul style="list-style-type: none"> <li>• Higher Level Teaching Assistant qualification (either achieved or working towards formal recognition of competence against HLTA standards) in SEN or subject specialism</li> <li>• Good Degree</li> <li>• Demonstrated accredited training / INSET either in subject specialism or in relevant area of SEN</li> <li>• A willingness to undertake further training and / or qualifications as required</li> <li>• Experience within mainstream secondary environment</li> <li>• Current experience of using ICT to support learning</li> </ul>	
Knowledge and Experience	
<b>Essential</b>	
<ul style="list-style-type: none"> <li>• Recent relevant experience in supporting students with a range of SEN in a mainstream setting</li> <li>• Proven track record of working collaboratively with other professionals (e.g. teaching staff, outside agencies etc) to deliver high quality teaching and support to SEN students</li> </ul>	
<b>Desirable</b>	
<ul style="list-style-type: none"> <li>• Experience in working with SEND students across KS3, KS4 and KS5</li> <li>• Experience of supporting students with autism spectrum condition across KS3, KS4 and KS5</li> <li>• Experience of supporting students with severe visual impairment</li> <li>• Experience in creating and delivering highly differentiated learning programs and resources to individuals, small groups or within whole class setting</li> <li>• Experience in supporting / mentoring or line managing less experienced colleagues</li> </ul>	

<b>Skills and Ability</b>	
<b>Essential</b>	
<ul style="list-style-type: none"> <li>• Excellent communication (both spoken and written) and interpersonal skills</li> <li>• Excellent organisational skills and ability to meet deadlines</li> <li>• Ability to confidently and competently apply knowledge and skills from training within 1:1 lessons, group or whole class environment</li> <li>• Ability to work effectively and cooperatively in a team</li> <li>• Ability to build and form positive working relationships with students, parents/carers, and colleagues</li> <li>• Ability to work on own initiative and to prioritise between conflicting demands</li> <li>• Ability to establish and maintain firm and consistent boundaries</li> <li>• Sound understanding of emotional / social difficulties and other barriers to learning faced by some students</li> <li>• Creativity and imagination – ability to adapt to the needs of the pupil</li> <li>• Ability to work form strong working partnerships</li> <li>• Confident in use of ICT</li> </ul>	
<b>Desirable</b>	
<ul style="list-style-type: none"> <li>• Good monitoring and assessment skills</li> <li>• Ability to plan and deliver high-quality lessons to individual students or groups of students</li> <li>• Ability to play a lead role in supporting and guiding colleagues in implementing an appropriate range of strategies to support SEN students</li> </ul>	
<b>Equal Opportunities</b>	
<b>Essential</b>	
<ul style="list-style-type: none"> <li>• Awareness and commitment to equal opportunities issues and how these can be addressed in the classroom environment</li> <li>• Commitment and contribution to School policies</li> <li>• Committed to the promotion of equal opportunities, fundamental British values** and Co-operative values***</li> </ul>	
<b>Child Protection</b>	
<b>Essential</b>	
<ul style="list-style-type: none"> <li>• To safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct</li> </ul>	
<b>Disposition</b>	
<b>Essential</b>	
<ul style="list-style-type: none"> <li>• To be interested in students as individuals and how they learn</li> <li>• To display a warm and approachable demeanour</li> <li>• A flexible approach and sense of humour</li> <li>• To display a professional manner</li> <li>• To be positive and constructive</li> <li>• To be resilient and assertive</li> <li>• Empathetic and sensitive to differing viewpoints</li> <li>• Belief in the importance of teamwork</li> </ul>	

\*\* Fundamental British values – democracy, the role of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs

\*\*\* Co-operative values – self-help, self-responsibility, democracy, equality and solidarity in addition to the ethical values of honesty, openness, social responsibility and caring for others