**PERSON SPECIFICATION**

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| Job Title: | **HLTA specialising in SEND** | Salary: **Grade 4** |
| Location: | **Meadow Park School** |  |
|  | **Criteria** | **Assessments** |
| **KNOWLEDGE** | * Understanding of challenges facing young people which may prevent them from learning * Understanding the types of SEN encountered in school and methods of providing support * Understanding of relevant codes of practice and legislation | A & I  A & I  A & I |
| **SKILLS**  **&**  **ABILITIES** | * To effectively use ICT and use of other equipment * Ability to relate well to children and adults and form constructive relationships * Able to work independently but also a good team member * Ability to self-evaluate learning needs * Excellent communicator both oral and written * Ability to devise implement and monitor individual action plans for students * Ability to engage constructively, and relate to young people who may have a range of individual needs * Ability to work effectively and network with professional support services and parents * Commitment to improving the lives and learning opportunities of young people * Good time management * Good organisational skills * Flexible approach | A  R  R  R  A & R  A & I  A.I&R  R & I  R & I  I & R  A & I  R |
| **EDUCATIONAL** | * Good literacy and numeracy skills * 5 GCSE’s grades A-C including Maths and English (or equivalent) * NVQ level 3 in education or equivalent qualifications and or experience * HLTA Diploma or equivalent qualification or experience | Certificates |
| **EXPERIENCE** | * A proven track record of relevant work with young people in one of a range of fields including education, youth work, health and social work * Experience of supporting children with SEND is desirable but training is available if required | R |
| **OTHER** | This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Disclosure and Barring Service check will be required prior to appointment. | DBS |

***A= Application I = Interview R = Reference***