

HEARTS Academy Trust

SENDCO Assistant / HLTA Person Specification

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Level 3 qualification essential SEND qualification desirable Experience of working closely with parents in successful home-school partnerships that support pupils' needs Knowledge of current educational issues
	Knowledge of relevant policies and procedures	A good knowledge of the SEND Regulations 2024
	Literacy	Level C or above GCSE/ equivalent in English with and ability to communicate effectively in a clear and concise manner
	Numeracy	Level C or above GCSE/equivalent in mathematics with an understanding of using maths to inform and improve
	Technology	Ability to use word processor, photocopier and wide range of administrative IT packages
Communication	Written	Ability to complete returns, write letters and reports
	Verbal	Ability to exchange verbal information in English clearly and sensitively with adults and children
	Languages	Able to overcome communication barriers with children and adults
	Negotiating	Ability to consult with colleagues and other stakeholders
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy
	SEND	Awareness and understanding of the differences in children and adults and respond appropriately High expectations of what all pupils can achieve A sound grasp of the concept of inclusive practice
	Curriculum	Understanding of the learning experience provided by the Trust in relation to the role
	Child Development	Awareness of pupils' development and needs Knowledge and understanding of how children learn

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Registered office: HEARTS House, 2 Mount Road, Wickford, Essex SS11 8HE



Stambidge
Primary School and Nursery



	Health & well being	Understand the importance of physical and emotional wellbeing Ability to support children who may be unwell
Working with others	Working with partners	Establish effective relationships with those working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults A positive attitude
	Team work	Ability to work effectively with other adults in the school Ability to work on own initiative
	Information	Ability to provide timely and accurate information
Responsibilities	Organisational skills	Excellent organisational skills Ability to work accurately with attention to detail
	Time Management	Ability to plan and manage own time effectively in a calm manner
	Creativity	Demonstrate a highly creative approach to work Ability to resolve problems independently A hopeful and positive attitude
General	Equalities	Demonstrate a commitment to equality Knowledge of issues relating to equal opportunities
	Health & Safety	Understanding of Health & Safety
	Child Protection	Understand and implement Child Protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality and apply them.
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance