



Assistant SENDCo/Higher Level Teaching Assistant Person Specification

Essential requirements are those, without which, the candidate would not be able to fulfil the responsibilities of the role. It is expected that the post holder will have the knowledge and qualifications indicated or their equivalent.

Desirable requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Professional qualifications	Essential	Desirable	Evidence
Educated to GCSE level (Grade A-C) or equivalent in English, Mathematics and Science in addition to other qualifications/experience	✓		Application and documents
HTLA qualification	✓		
National SENCO Award		✓	
NVQ4 for Teaching Assistants or equivalent qualification/experience		✓	
Educated to Degree level		✓	
Professional experience	Essential	Desirable	Evidenced
Experience of working with children who have special educational needs and disabilities	✓		Application
Experience as an HLTA	✓		Interview
A good knowledge of the SEND Code of Practice	✓		References
Knowledge and understanding of how children learn	✓		
Sound grasp of the concept of inclusive practice	✓		
Experience of working across KS3/KS4 with evidence of having achieved successful pupil outcomes		✓	
Knowledge and experience of using basic diagnostic tests for identifying specific needs		✓	
Experience of setting up, implementing and monitoring intervention programmes		✓	
Knowledge and experience of the four areas of need (cognition and learning; communication and		✓	



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interaction; social, emotional and mental health; sensory and physical)			
Skills	Essential	Desirable	Evidenced
Able to work closely with the wider school community in the development of provision for pupils with SEND	✓		Interview References
Ability to develop pupils' self-esteem and motivation to enable them to become resilient, independent learners	✓		
Commitment to safeguarding and promoting the welfare of our students	✓		
Professionally discreet and able to respect confidentiality	✓		
Shows initiative, organisation and time management skills	✓		
Ability to communicate with people appropriately and effectively demonstrating patience, resilience and tolerance	✓		
Capable of planning intervention work, assessing the needs and achievement of pupils and maintaining appropriate records	✓		
Empathy for students with special educational needs	✓		
Abel to work closely with pupils who find learning difficult and to stimulate pupils' interest in learning	✓		
Listens effectively and is sensitive to the views of others	✓		
Personal attributes	Essential	Desirable	Evidenced
Keen to support the values, vision, ethos and culture of the school, recognising the needs of students, staff and the community	✓		Interview
Positive mind set with a passion for overcoming barriers	✓		
Ability and willingness to work alone or as part of a team, as required	✓		
Strong working ethos with a pro-active, positive, enthusiastic and flexible approach	✓		
Approachable and composed; ability to work under pressure	✓		
Empathetic; ability to form good relationships with pupils, parents and staff	✓		
Reliable and punctual; good attendance record	✓		
Professional appearance	✓		



Professional attributes	Essential	Desirable	Evidenced
High expectations of learners and a commitment to ensuring they achieve their full potential	✓		Interview
Awareness of professional duties	✓		
Firm, consistent and effective approach to pupil discipline	✓		
Ability to organize, lead and motivate a team	✓		
Clear thinker and communicator	✓		
Ability to motivate and encourage pupils in an appropriate manner	✓		
Leads by example and acts on advice; ability to reflect and improve practice	✓		
Passionate about the importance of reading and literacy for all	✓		
High levels of discretion and integrity; ability to maintain confidentiality	✓		

Working conditions – environment, and physical effort or strain.

Some degree of physical effort may be involved.

Context/additional information

Role holders will occasionally be required to attend training to keep their skills and knowledge up to date.

There is a particular responsibility to maintain high standards of health and safety, in order to ensure that students and staff are protected from various hazards, within the framework of relevant risk assessments.