

# **Person Specification - Acorns**

## **SEND Provision HLTA**



**WHOBERLEY HALL**  
PRIMARY SCHOOL

**Job Title: Grade 4 / SEND HLTA**

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| <b>Knowledge and Understanding</b> | <ul style="list-style-type: none"> <li>• Full working knowledge of relevant codes of practice / legislation e.g. 'Keeping Children Safe in Education'</li> <li>• Good working knowledge of the Early Years Curriculum, National Curriculum and other relevant learning programmes</li> <li>• Understanding of the principles of child development and learning</li> <li>• An understanding of the role adults play in children's learning processes and in particular, barriers to learning</li> <li>• Recognise behavioural patterns and use strategies to support behaviour management</li> <li>• Have knowledge and understanding of implementing plans to meet the specific needs of individuals or groups of children</li> <li>• Full understanding of the range of support services and providers</li> <li>• An understanding of the needs and characteristics of children</li> <li>• An awareness of the difficulties likely to face children with special needs and English as an additional language</li> <li>• An understanding of equal opportunity issues and an awareness of what this involves e.g. being able to communicate with people from minority groups, people with disabilities</li> </ul> |
| <b>Skills and Abilities</b>        | <ul style="list-style-type: none"> <li>• Excellent interpersonal skills both in working relationship with children and parents/carers and in forming effective professional relationships</li> <li>• Ability to work constructively and effectively as part of a team</li> <li>• To have competency skills in numeracy and literacy, e.g. to be able to spell, punctuate correctly etc.</li> <li>• To confidently use different sources of ICT to support learning</li> <li>• Ability to maintain a positive and caring ethos with an accent on high achievement for all</li> <li>• Effective oral and written communication skills</li> <li>• To be able to explain tasks simply and clearly</li> <li>• To have good organisational skills</li> <li>• To be supportive, patient and caring</li> <li>• Ability to be flexible and pro-active about challenge / change</li> <li>• Ability to monitor, record and make assessments about individual progress and liaise with appropriate staff about this</li> </ul>                                                                                                                                                                                                |

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|                                     | <ul style="list-style-type: none"> <li>• Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these</li> <li>• Ability to self-evaluate learning needs of themselves and the children they work with</li> <li>• To be able to support Teaching assistants in their development</li> <li>• To be able to effectively lead a whole group of children in their learning</li> <li>• To assist children on an individual basis but also as part of a team</li> <li>• To be able to support children who are ill or need toileting</li> <li>• To be able to deal with tasks such as toileting accidents</li> <li>• To be able to deal with situations calmly and effectively</li> <li>• To be able to assist or organise classroom and equipment set up</li> <li>• To be able to accept authority and supervision and respond appropriately</li> <li>• To be able to conduct yourself in a professional manner at all times - acting as a role model to children and other members of staff through your actions</li> <li>• To demonstrate a friendly but firm manner and to engage effectively with children</li> </ul> |
| <b>Experience</b>                   | <ul style="list-style-type: none"> <li>• Experience of working with children in a school setting is essential</li> <li>• Experience of working with children and young people with a variety of abilities and backgrounds/or of a relevant age</li> <li>• Demonstrate levels of numeracy and literacy equivalent to GCSE (A-C) and NVQ Level 3 or above</li> <li>• Experience of leading activities with children</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Qualifications / Educational</b> | <ul style="list-style-type: none"> <li>• Excellent Literacy and Numeracy skills</li> <li>• GCSE Grade C or equivalent in English and Maths is essential</li> <li>• Holds a recognised and relevant HLTA qualification or is able to meet the standards or equivalent qualification or experience</li> <li>• Although not essential it is desirable that the candidate holds an up to date First Aid certificate or is willing to undertake training</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

### **DBS Requirement**

***This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).***