

### Person Specification

#### Higher Level Teaching Assistant: Year 7 Intervention Co-ordinator

The Futures Trust and President Kennedy School are committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

<b>Responsible to</b>	College Director and Leader of Literacy – Year 7
<b>Grade</b>	Grade 4 (£17,017 - £19,939 pro rata per annum)
<b>Hours</b>	37 hours per week, Term Time Only + 1 week (39 weeks),
<b>Location</b>	Based at President Kennedy School, with a requirement to travel to work at and undertake work for schools across the Trust when necessary.

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Measured By</b>
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>GCSE English, Maths and Science at Grade C or above or equivalent</li> <li>Educated to GCE Advanced Level / NVQ Level 3 or equivalent</li> <li>HLTA status or qualification to be achieved within 18 months of starting in post</li> </ul>	<ul style="list-style-type: none"> <li>A level 3 or 4 qualification of specific relevance to role</li> </ul>	Application form Certificates
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>Highly organised; can prioritise and work well under pressure.</li> <li>Able to communicate effectively both verbally and in writing with a range of audiences including students, teachers, other professionals and parents</li> <li>Strong ICT skills and the ability to interpret and use data to inform effective learning strategies.</li> <li>Able to be proactive, pre-empting student needs.</li> </ul>		Application form Interview Written Test

<b>Skills and abilities continued</b>	<ul style="list-style-type: none"> <li>• Able to inspire and motivate young people to achieve their goals.</li> <li>• Able to understand curriculum content and make it accessible to students.</li> <li>• Ability to plan lessons and series of lessons that enable students to make progress in their learning</li> <li>• Able to implement action plans for individual and groups of students.</li> <li>• Able to create, adapt and modify materials and resources to make them accessible to students.</li> <li>• Able to support with the implementation of the school's Behaviour Policy and SEN Policy.</li> <li>• Able to work as an effective team member and work on own initiative.</li> <li>• Ability to organise, lead and motivate individuals and a team.</li> <li>• Able to maintain confidentiality and data security.</li> <li>• Able to consistently produce high quality work.</li> <li>• Be able to form professional relationships with students, some of whom may have additional needs.</li> </ul>		
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<b>Experience</b>	<ul style="list-style-type: none"> <li>A minimum of 2 year's classroom experience, or relevant work with young people in one of a range of fields such as education, youth work, health and social work.</li> <li>Ability to lead and manage a small team of Teaching Assistants.</li> <li>Able to present to a variety of audiences.</li> <li>Proven ability in providing in-class support to children and young people.</li> </ul>		
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>Ability to use and interpret data.</li> <li>Knowledge of the different ways students learn.</li> <li>Ability to find solutions to complex problems.</li> <li>Understanding of the needs and characteristics of young people and their families.</li> </ul>		
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>A professional role model who is committed to their own professional development and to developing others.</li> <li>Committed to equal opportunities</li> <li>Committed to and able to promote the aims of the school and the values of The Trust: Students First, It's about Learning, No Barriers.</li> <li>Able to work calmly under pressure and withstand stress</li> </ul>		
<b>Other requirements continued</b>			



	<ul style="list-style-type: none"><li>• Able to work flexibly, and to attend meetings and INSET days as required</li></ul>		
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**Person specification reviewed by:** Nuala Berry, Assistant Headteacher

**Date:** November 2021