



PERSON SPECIFICATION: HLTA Level 4 – SENDCO Assistant

	Essential Attribute	Identified by
Qualifications	At least 5 GCSE grade Cs or above (or equivalent) including English and Maths.	A
	At least NVQ 4 for Teaching Assistants (comparable alternative qualifications will be considered).	A
Experience	Experience of working with young people with SEND within an education environment.	A I
	Experience of delivering intervention programmes to students with SEND and of differing abilities.	A I
	Experience of successfully communicating with parents, external agencies and teaching staff to achieve positive outcomes for students.	A I
Knowledge and Understanding	<ul style="list-style-type: none"> An understanding of the role played by adults in safeguarding young people. 	I R
	<ul style="list-style-type: none"> An understanding of relevant policies/ codes of practice and awareness of relevant legislation. 	A I R
	<ul style="list-style-type: none"> Knowledge of how to remove barriers to learning for students with a wide range of SEND (Cognitive Learning difficulties, Autistic Spectrum Conditions, Communication and Language needs, Social and Emotional Development needs, Physical and Sensory needs). 	A I R
Skills and attributes	<ul style="list-style-type: none"> Excellent knowledge of how ICT can be used to support learning and effective administration. 	A I
	<ul style="list-style-type: none"> Ability to build relationships with young people and their parents/carers. 	I R
	<ul style="list-style-type: none"> Sensitivity to the varying needs of young people. 	I
	<ul style="list-style-type: none"> Excellent oral and written communication skills. 	A I
	<ul style="list-style-type: none"> Excellent organisational and administrative skills. 	A I
Other Requirements	<ul style="list-style-type: none"> Good team member. 	A I R
	<ul style="list-style-type: none"> Excellent use of initiative. 	A I R
	<ul style="list-style-type: none"> Excellent time-keeping skills. 	A I R
	<ul style="list-style-type: none"> Flexible and adaptable. 	A I R
	<ul style="list-style-type: none"> Ability to set and maintain standards as a role model for students and other staff. 	I R
	<ul style="list-style-type: none"> Willingness to participate in the wider life of the school. 	A I
	<ul style="list-style-type: none"> A commitment to personal professional development. 	A I
	<ul style="list-style-type: none"> Strong educational principles, centred on total inclusion and 	I

	<p>equality.</p> <ul style="list-style-type: none"> • High levels of emotional intelligence, honesty and professional integrity. • Demonstrate a willingness and ability to improve own practices and to act on feedback. 	<p>I R</p> <p>I R</p>
	Desirable Attribute	
Qualifications	<p>Experience of developing targeted provisions as specified in EHCPs or relevant student plans.</p> <p>Evidence of undertaking further qualifications or CPD in SEND</p>	<p>A</p> <p>A</p>

A = Application Form I = Interview R = Reference