

## Person Specification – EHA Co-ordinator

The successful candidate will possess all or most of the following attributes:

E = Essential    D = Desirable

Assessed by:    I = Interview    A = Application

<b>QUALIFICATIONS</b>	<b>Criteria</b>	<b>Selection</b>
Post 16 qualification and/or level 3 qualification in a related subject	E	A/I
CAF (or other relevant) training	E	A/I
Degree or professional qualification in related subject	D	A/I
<b>EXPERIENCE</b>		
Experience of working with young people in a school/or education setting	D	A/I
Experience of Early Help process	D	A/I
Experience of working with young people	E	A/I
Experience of Family Support Work	D	A/I
A track record of effectively leading/motivating pupils and staff and developing team approaches	E	A/I
Awareness of data protection, security and confidentiality	E	A/I
<b>PROFESSIONAL DEVELOPMENT</b>		
Evidence of a commitment to own professional development	E	A/I
Evidence of keeping up to date with educational thinking and knowledge	D	A/I
<b>PROFESSIONAL KNOWLEDGE AND UNDERSTANDING</b>		
Knowledge and understanding of recent legislation, development and initiatives in secondary education	D	A/I
An understanding of the Every Child Matters agenda, the White Paper and the Ofsted framework showing how these agendas can be implemented in an education setting	E	A/I
Knowledge of the new SEND Code of Practice	D	A/I
Up to date knowledge of Child Protection procedures	E	A/I
Up to date knowledge and working practice of Integrated Working Procedures and CAF Framework	E	A/I
<b>PRACTICAL AND INTELLECTUAL SKILLS</b>		
Ability to establish a positive ethos with an accent on high achievement for all	E	A/I
Ability to empathise with the needs of pupils and to be firm but fair and consistent	E	A/I
Ability to prioritise and manage time effectively	E	A/I
An effective communicator and motivator of pupils and staff	E	A/I
Ability to enable and empower others	E	A/I

A team player with the ability to establish good working relationships with staff, pupils and parents	E	A/I
The ability to communicate clearly and concisely both verbally and in writing at all levels	E	A/I
The ability to set clear expectations and parameters and to hold others to account for their performance	E	A/I
The ability to find solutions to problems quickly.	E	A/I
The ability to diffuse potential conflict with parents/carers/teachers/students	E	A/I
Hold a driving licence	E	A
IT literate	E	A/I
The ability to effectively take on challenging situations and work in difficult situations to bring positive outcomes for students	E	A/I
<b>PERSONAL QUALITIES</b>		
Fully subscribe to our Academy value of RESPECT: showing due consideration for the feelings, beliefs and opinions of other people	E	A/I
Fully subscribe to our Academy value of DETERMINATION: never giving up – working relentlessly for the benefit of the young people of Northampton Academy	E	A/I
Fully subscribe to our Academy value of AMBITION: seeking the very best opportunities for all young people, in line with the most elite schools in the country. Never pigeonholing or making assumptions about the potential of the young people of the Eastern District	E	A/I
High levels of Respect, Ambition, Determination, Tolerance and Integrity – Northampton Academy values	E	A/I
An ability to grow and nurture Respect, Ambition, Determination, Tolerance and Integrity in students and other adults	E	A/I
Accuracy and attention to detail in all records kept	E	A/I
Willingness to engage carers to encourage close involvement in their child's education	E	A/I
Flexibility in approach	E	A/I
Enjoyment in overcoming challenges	E	A/I
Good communication skills	E	A/I
Ability to manage workload effectively	E	A/I
Ability to enthuse and motivate others developing strong partnerships	E	A/I
Willingness and ability to run Academy training sessions	E	A/I
Good health and an appreciation of work life balance	E	A/I



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The best in everyone™  
Part of United Learning

A sense of humour, warmth, energy, stamina and resilience	E	A/I
The professional respect of colleagues	E	A/I