**PERSON SPECIFICATION FOR THE POST OF SEN HLTA**

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| **Education and training** | **Essential** | **Desirable** |
|  | Demonstrable levels of numeracy & literacy equivalent to GCSE (A-C) or NVQ Level 2  Equivalent qualification or experience to HLTA qualifications.  Experience of delivering SEN interventions | Training in relevant learning strategies e.g. literacy. |
| Experience | Experience of working with children with SEN in secondary schools or experience that demonstrates the applicant will immediately be able to carry out the role to a high standard. | Experience of working in secondary schools with children with ASD or SLCN  Previous experience of managing a team of TAs |
| Skills | Ability to input information into a schools management information system.  Ability to be able to use Power Point, Excel and Word to prepare timetables and short reports.  Ability to communicate well with teachers and be able to see things from their perspective. | First Aid qualification |
| Personal qualities | Flexible  Willing to work as part of a team and not be over rigid in respect of the role.  A degree of resilience in the face of things going wrong-as they will.  A willingness to work within the parameters and expectations set by the school.  A belief that the school experience of children with SEN should be as close as possible to the experience of all children and to work to that end. |  |