

## An All-through Co-operative School

"Making School Memorable by Striving for Excellence"

## PERSON SPECIFICATION

| POST TITLE: Higher Level Teaching Assistant – Speech and Language                                                                                                                                                                        | Base                 |              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|--------------|
| GRADE: Scale 5, spinal point 12 – 17 plus Outer London Weighting                                                                                                                                                                         | g pro rata           |              |
|                                                                                                                                                                                                                                          | METHOD OF ASSESSMEN  |              |
|                                                                                                                                                                                                                                          | Application<br>Form  | Interview    |
| Qualifications                                                                                                                                                                                                                           |                      |              |
| Essential:                                                                                                                                                                                                                               |                      |              |
| <ul> <li>Higher Level Teaching Assistant qualification (either achieved or<br/>working towards formal recognition of competence against HLTA<br/>standards) in SEN or subject specialism</li> </ul>                                      | $\bigvee$            |              |
| <ul> <li>Good written and spoken English and numeracy skills – GCSE<br/>Grade C or equivalent</li> </ul>                                                                                                                                 | $\checkmark$         | $\checkmark$ |
| <ul> <li>At least 3 years' experience in LSA role</li> <li>Ability to play a role in supporting and guiding mainstream colleagues in implementing an appropriate range of strategies to support students with SLCN</li> </ul>            | $\sqrt{1}$           |              |
| Desirable:                                                                                                                                                                                                                               |                      |              |
| <ul> <li>Good Degree</li> <li>Demonstrated accredited training / INSET either in subject<br/>specialism or in relevant area of SEN</li> </ul>                                                                                            | √<br>√               |              |
| <ul> <li>A willingness to undertake further training and / or qualifications<br/>as required</li> </ul>                                                                                                                                  | $\checkmark$         | $\checkmark$ |
| <ul> <li>Experience within mainstream secondary environment</li> <li>Current experience of using ICT to support learning</li> </ul>                                                                                                      | $\sqrt[n]{\sqrt{1}}$ | $\sqrt{1}$   |
| Knowledge and Experience                                                                                                                                                                                                                 |                      |              |
| Essential:                                                                                                                                                                                                                               |                      |              |
| <ul> <li>Recent relevant experience in supporting pupils with a range of<br/>SEN in a mainstream sotting</li> </ul>                                                                                                                      | $\checkmark$         | $\checkmark$ |
| <ul> <li>SEN in a mainstream setting.</li> <li>Proven track record of working collaboratively with other professionals (e.g. teaching staff, outside agencies etc) to deliver high quality teaching and support to SEN pupils</li> </ul> | $\checkmark$         | $\checkmark$ |
|                                                                                                                                                                                                                                          |                      |              |

| Desirable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                        |                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|----------------------|
| <ul> <li>Desirable:</li> <li>Experience in working with SEND students across KS 3-4</li> <li>Experience of supporting students Communication &amp; Interaction Needs</li> <li>Experience in working with SEN students across KS 3-5</li> <li>Experience in creating and delivering highly differentiated learning programs and resources to individuals, small groups or within whole class setting</li> <li>Experience in supporting / mentoring or line managing less experienced colleagues</li> </ul> | $\sqrt{1}$<br>$\sqrt{1}$<br>$\sqrt{1}$ | $\checkmark$         |
| Skills and Ability                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                        |                      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                        |                      |
| <ul> <li>Essential:</li> <li>Excellent communication (both spoken and written) and interpersonal skills</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                        | $\checkmark$                           | $\checkmark$         |
| <ul> <li>Excellent organisational skills and ability to meet deadlines</li> <li>Ability to confidently and competently apply knowledge and skills from training within 1:1 lessons, group or whole class environment</li> </ul>                                                                                                                                                                                                                                                                           | $\sqrt[n]{\sqrt{1}}$                   | $\sqrt[n]{\sqrt{1}}$ |
| <ul> <li>Ability to work effectively and cooperatively in a team</li> <li>Ability to build and form positive working relationships with students, parents/carers, and colleagues</li> </ul>                                                                                                                                                                                                                                                                                                               | $\sqrt{1}$                             | $\checkmark$         |
| <ul> <li>Ability to work on own initiative and to prioritise between</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                           |                                        | $\checkmark$         |
| <ul> <li>conflicting demands</li> <li>Ability to establish and maintain firm and consistent boundaries</li> <li>Sound understanding of emotional / social difficulties and other barriers to learning faced by some students</li> </ul>                                                                                                                                                                                                                                                                   |                                        | $\checkmark$         |
| <ul> <li>Creativity and imagination – ability to adapt to the needs of the pupil</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                               | $\checkmark$                           | $\checkmark$         |
| <ul> <li>Ability to work strongly within the Additionally Resourced<br/>Provision team both within the department and wider school</li> <li>Confident in use of ICT</li> </ul>                                                                                                                                                                                                                                                                                                                            | $\sqrt{1}$                             | $\checkmark$         |
| Desirable:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                        |                      |
| <ul> <li>Good monitoring and assessment skills</li> <li>Ability to play a lead role in supporting and guiding colleagues in implementing an appropriate range of strategies to support SEN students</li> </ul>                                                                                                                                                                                                                                                                                            | $\sqrt{1}$                             |                      |
| <ul> <li>Equal Opportunities</li> <li>Essential: <ul> <li>Commitment and contribution to School policies</li> <li>Committed to the promotion of equal opportunities, fundamental British values** and Co-operative values***</li> </ul> </li> </ul>                                                                                                                                                                                                                                                       | $\sqrt{1}$                             | $\sqrt{1}$           |
| <ul> <li>Child Protection</li> <li>Essential:</li> <li>Commitment to safeguarding and promoting the welfare of children and young people</li> </ul>                                                                                                                                                                                                                                                                                                                                                       | $\checkmark$                           | $\checkmark$         |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                        |                      |

| Disposition                                                                        |              |   |
|------------------------------------------------------------------------------------|--------------|---|
| Essential:                                                                         |              |   |
| <ul> <li>To be interested in students as individuals and how they learn</li> </ul> | $\checkmark$ |   |
| To display a warm and approachable demeanour                                       |              |   |
| <ul> <li>A flexible approach and sense of humour</li> </ul>                        |              |   |
| <ul> <li>To display a professional manner</li> </ul>                               |              |   |
| <ul> <li>To be positive and constructive</li> </ul>                                |              |   |
| <ul> <li>To be resilient and assertive</li> </ul>                                  |              | N |
| <ul> <li>Empathetic and sensitive to differing viewpoints</li> </ul>               |              | N |
| Belief in the importance of teamwork and a collaborative                           | .1           | N |
|                                                                                    | N            |   |
|                                                                                    |              |   |
|                                                                                    | N            |   |

\*\* Fundamental British values – democracy, the role of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs

\*\*\* Co-operative values – self-help, self-responsibility, democracy, equality and solidarity in addition to the ethical values of honesty, openness, social responsibility and caring for others