

## Person Specification: HLTA (Inclusion Lead)

	Essential	Desirable	How to be tested
<p><b>Qualification criteria:</b></p> <ol style="list-style-type: none"> <li>5 good GCSEs including English &amp; Maths at Grade C or above (or equivalent).</li> <li>A Levels or equivalent,</li> <li>CACHE Level 3 Award and Certificate in Supporting Teaching and Learning in Schools (or equivalent).</li> <li>Basic knowledge of Microsoft Office.</li> <li>Eligible to work in the UK.</li> </ol>	<p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>	<p>Application form</p>
<p><b>Experience of:</b></p> <ol style="list-style-type: none"> <li>Working with or interacting with children and/or young people with SEND</li> <li>Working in an educational environment.</li> <li>Working within a school environment</li> <li>Working within the demands of a school's examination system.</li> <li>Planning and delivering 1:1 or small group interventions or lessons</li> </ol>	<p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>	<p>Application form and interview</p>
<p><b>Behaviours, Skills and Strengths:</b></p> <ol style="list-style-type: none"> <li>Be willing to develop an awareness of all factors that can contribute to a student having a special educational need or disability and ensure that pupils have equality of access to opportunities to learn and develop.</li> <li>Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection; and report all concerns to an appropriate person.</li> <li>A willingness to acquire an understanding of the educational objectives and ethos of the school.</li> <li>Able to relate sympathetically to young people, being positive in interactions and seeking opportunities to recognize potential.</li> <li>Capable of rapidly forming constructive relationships with students.</li> <li>Able to communicate sensitively, effectively and confidently with staff and students.</li> <li>Able to work well under pressure, be flexible and be decisive in a busy school environment.</li> <li>Ability to work with a minimum of supervision and within a team.</li> <li>Strong organisational skills and able to manage own time, prioritise and use initiative.</li> <li>High levels of honesty and integrity.</li> </ol>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		<p>Application form and interview</p>
<p><b>Other:</b></p> <ol style="list-style-type: none"> <li>This post is subject to an enhanced DBS disclosure.</li> <li>The post holder must be committed to safeguarding the welfare of children.</li> </ol>	<p>✓</p> <p>✓</p>		<p>DBS Process References</p>