

### PERSON SPECIFICATION - HLTA SEND ADMIN

## 'St Julie's Catholic High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment'

	ESSENTIAL	DESIRABLE
Qualifications	• GCSE or equivalent level, including at least a	Additional SEND
	Grade 4 (previously Grade C) in English and	qualifications to support the
	maths	role
Evnovionaa	First-aid training, or willingness to complete it	
Experience	• Experience working in a school environment or other educational setting	
	• Experience working with children / young people	
	• Experience planning and delivering learning activities	
	• Experience of planning and leading teaching and learning activities (under supervision)	
Skills, knowledge and	Good literacy and numeracy skills	
qualities	Good organisational skills	
	• Ability to build effective working relationships with pupils and adults	
	• Skills and expertise in understanding the needs of all pupils	
	• Knowledge of how to help adapt and deliver support to meet individual needs	
	• Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils	
	• Excellent verbal communication skills	
	• Active listening skills	
	• The ability to remain calm in stressful situations	
	• Knowledge of guidance and requirements around safeguarding children	
	• Good ICT skills, particularly using ICT to support learning	
	• Understanding of roles and responsibilities within the classroom and whole school context	
	• Understanding of effective teaching methods	
	• Knowledge of how to successfully lead learning activities for a group or class of children	
	• Knowledge of how statutory and non-statutory frameworks for the school curriculum relate to the age and ability ranges of the learners they support	
	• Knowledge of how to support learners in accessing the curriculum in accordance with the	



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	SEND code of practice	
Personal Attributes	Enjoyment of working with children	
	• Sensitivity and understanding, to help build good relationships with pupils	
	• A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school	
	Commitment to maintaining confidentiality at all times	
	• Commitment to safeguarding pupil's wellbeing and equality	
	• Resilient, positive, forward looking and enthusiastic about making a difference	
	Capacity to inspire, motivate and challenge children and young people	
General	<ul><li>Supports the ethos of the school</li><li>Flexible and adaptable</li></ul>	

# All staff appointed to St Julie's are expected to be committed to supporting the school's aims and actively implement the school's policies