

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	Supports the ethos of the schoolFlexible and adaptable	

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