

# Garth Hill College

## Person Specification

JOB TITLE: SENIOR HLTA	SECTION:
DEPARTMENT: EDUCATION	POST NUMBER:

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications And Training	<p>HLTA standard or equivalent qualification or experience.</p> <p>NVQ3 in teaching assistance or equivalent qualification (STAC) or experience.</p> <p>Literacy /numeracy skills (equivalent to a grade C or above).</p> <p>Training in relevant strategies e.g. literacy and specialist skills in curriculum or learning area e.g. ICT, bi-lingual, signing.</p>	<p>Experience of working in a mainstream SEND resource or specialist school</p> <p>Training in Team Teach or an equivalent method of positive handling</p> <p>First Aid Qualification</p>
Competence Summary (Knowledge, abilities, skills, experience)	<p>Extensive experience of working with young people, with SEND, in a learning environment.</p> <p>Excellent knowledge of ASC and its associated needs.</p> <p>Full working knowledge of relevant policies/codes of practice/legislation and working knowledge and experience of implementing national curriculum, relevant learning programmes/strategies and understanding of child development and learning processes and understanding of relevant statutory frameworks.</p> <p>Able to organise, lead, manage, deploy and motivate a team and demonstrate supervisory skills.</p> <p>Able to use ICT and administrative systems to effectively support learning and perform a range of administrative tasks.</p> <p>Able to use equipment e.g. photocopier and other relevant specialist equipment.</p> <p>Able to relate to and communicate well with children and adults, motivate pupils to learn, clarify and explain instructions to pupils and respond sensitively and flexibly to competing demands.</p> <p>Able to work constructively individually and as part of a team, understand classroom roles and responsibilities and work effectively with teaching staff.</p>	<p>Experience of working with pupils 11-19</p> <p>Ability/willingness to drive school minibus</p>

	<p>Able to deliver educational work programmes and activities to a variety of groups of pupils, evaluate, implement, monitor, assess, record and report on strategies to enhance learning.</p> <p>Able to plan and organise work at an advanced level and contribute to the development of policies and procedures.</p> <p>Able to select and prepare/display a variety of relevant resources for teaching and learning activities.</p> <p>Able to work with pupils within an agreed behaviour management policy.</p> <p>Able to manage CPD and staff appraisal and share knowledge with other staff and support and encourage their development.</p>	
Work-related Personal Requirements	<p>Experience of whole class supervision.</p> <p>Experience of dealing with parents and carers and ability to lead when required.</p> <p>Commitment to equality of opportunity</p> <p>Commitment to continuing professional development.</p> <p>Able to coach and mentor others.</p>	
Other Work Requirements	<p>A satisfactory enhanced Disclosure and Barring Service check.</p>	