

HENLOW CHURCH OF ENGLAND ACADEMY

Person Specification. SENDCo Administration Assistant and Learning Support Teaching Assistant

KEY CRITERIA	ESSENTIAL	DESIRABLE	IDENTIFIED BY:
Education & Qualifications	<ul style="list-style-type: none"> ▪ GCSE English and Maths at grades A* - C or equivalent 	<ul style="list-style-type: none"> ▪ Educated to A Level or above 	<ul style="list-style-type: none"> ▪ Application Form and Verification
Experience	<ul style="list-style-type: none"> • Competent in the use of Microsoft Office • Knowledge of Google documents • Good communication skills 	<ul style="list-style-type: none"> ▪ Experience of working with young people ▪ Experience of working in another phase of education 	<ul style="list-style-type: none"> ▪ Application Form ▪ References
Knowledge, Skills and Understanding	<ul style="list-style-type: none"> ▪ Ability to work collaboratively with teachers and others ▪ Excellent interpersonal skills with the ability to communicate effectively with pupils, parents/carers and appropriate agencies ▪ Meticulous record keeping skills ▪ Ability to take responsibility and work with autonomy and initiative within set boundaries ▪ Good written communication skills ▪ The ability to use ICT effectively to support learning and teaching and the performance tracking of pupils ▪ Good time management skills with the ability to prioritise and multi-task ▪ Have high expectations of pupil attendance, performance and behaviour ▪ Manage behaviour effectively and support the class teacher in doing so ▪ Recognise the role that parents, carers, 	<ul style="list-style-type: none"> ▪ Willingness to undertake a HLTA qualification ▪ Knowledge or experience of phonics ▪ Experience of having worked with teachers, non-teaching staff and young people ▪ Experience of having worked in a Learning Support environment involving Literacy, Numeracy and Phonics ▪ An awareness of the current educational system, the National Curriculum, (and) current SEND reforms and Literacy, Numeracy and Phonics developments ▪ Ability to use SIMs and other programmes to monitor attendance, behaviour and progress ▪ Experience of having monitored the performance and work of pupils, using data ▪ Experience of Behaviour Management techniques ▪ Experience of having worked with parents/carers to challenge and support their children 	<ul style="list-style-type: none"> ▪ Application Form ▪ References ▪ Selection Process ▪ Interview

	families play in helping children succeed and thrive.		
Motivation	<ul style="list-style-type: none"> ▪ Self-motivation and self-reliance ▪ Commitment to your own professional development and the Henlow Church of England Academy ethos and ideals. ▪ Enthusiasm for teaching and commitment to inclusion and enrichment activities ▪ Commitment to working effectively with parents/carers, external partners and other agencies and schools to support the learning of children to define and realise the school's vision ▪ Commitment to our local community and improving the life chances of the pupils in our community ▪ Ability to work cooperatively as a positive team member ▪ High expectations of yourself and the pupils ▪ Willingness to embrace change and new ideas in an evolving team 	<ul style="list-style-type: none"> ▪ Willingness to undertake a SEND/Literacy/ Numeracy/Phonics related qualification ▪ Commitment to excellence in learning and teaching and experience of sharing good practice ▪ Experience of working with a variety stakeholders and outside agencies to support the attendance, behaviour, attainment and achievement of pupils 	<ul style="list-style-type: none"> ▪ Application ▪ References ▪ Interview
Physical	<ul style="list-style-type: none"> ▪ Be aware of and be able to meet the physical needs of the pupils to ensure their safety and their full participation in their learning ▪ The ability to work effectively in challenging circumstances 	<ul style="list-style-type: none"> ▪ Experience of having worked with pupils with a variety of needs ▪ The ability and willingness to undertake extra-curricular activities 	<ul style="list-style-type: none"> ▪ References ▪ Interview

Other factors, skills and Knowledge	<ul style="list-style-type: none"> ▪ A well-presented letter ▪ A commitment to the philosophy and aims of Henlow Church of England Academy. <p>Note: Full DBS clearance will be required</p>	<ul style="list-style-type: none"> ▪ Involvement in the full life of the school ▪ A positive, “can-do” approach with colleagues and pupils 	<ul style="list-style-type: none"> ▪ Application ▪ Interview
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