

Person Specification

Job Title: **ARP (Autism Resource Provision) HLTA**
 Grade / Salary: Scale 5, Actual Salary £30,595- £31,960
 Term Time (40 weeks per annum) (36 hours per week)

It is recognised that candidates may not meet all of the Essential criteria but we are looking for the best fit for our students and school.

EDUCATION

		Evident in Application	Evident at Interview
<i>Essential</i>			
1.	SEND specific qualification/good honours degree (or equivalent)	✓	
2.	Evidence of recent and relevant CPD/training in SEND, ASD and inclusive practice	✓	✓
<i>Desirable</i>			
3.	Experience of leadership/coordination within a school or specialist provision	✓	✓
4.	Qualifications to support teaching and/or leading intervention programmes.	✓	

KNOWLEDGE & EXPERIENCE

<i>Essential</i>			
5.	Experience of working with students with SEND across Key Stages 3–5, with evidence of positive outcomes (including SEN/ARP provision)	✓	✓
6.	Strong understanding of how children learn, inclusive practice, and current educational research in SEND	✓	✓
7.	Excellent knowledge of the SEND Code of Practice and EHCP processes	✓	✓
8.	Experience of working effectively with parents/carers in successful home–school partnerships	✓	
9.	Knowledge of equality, diversity and inclusion in education	✓	
10.	Awareness of National Curriculum expectations and statutory requirements (KS3–KS5)	✓	✓
11.	Strong understanding of assessment for learning, target setting and progress tracking		✓
12.	Confident use of ICT for teaching, learning, assessment and administration	✓	
13.	Ability to be assertive, calm and consistent in challenging situations		✓
14.	Commitment to supporting the Headteacher and senior leaders in delivering the school vision		✓
15.	Excellent behaviour management skills, particularly with ASD and SEMH learners	✓	✓
16.	Ability to support, guide and develop staff within a team environment	✓	✓
17.	Ability to manage educational resources effectively and responsibly		✓

18.	Experience liaising with external agencies, inspectors and support services		✓
19.	Ability to understand and apply DfE SEND regulations and guidance	✓	✓
20.	Strong administrative, organisational and record-keeping skills		✓
21.	Ability to work effectively as part of a multidisciplinary team		✓
22.	Ability to recognise staff strengths and support professional development		✓
23.	Excellent written and verbal communication skills		✓
<i>Desirable</i>			
24.	Experience of school-based administration or operational coordination of provision		✓
25.	Understanding of target setting, provision mapping and action planning in SEND	✓	✓
26.	Understanding of the importance of structured, accessible and engaging learning environments		✓
27.	Experience using diagnostic tools or assessments to identify SEND needs		✓
28.	Creative and innovative approach to inclusive education and engagement strategies		✓
29.	Ability to evaluate resources and support procurement of effective learning materials		✓
30.	Ability to support planning decisions around use of resources and interventions		✓
31.	Experience working sensitively and effectively with parents/carers of vulnerable learners		✓

PERSONAL

<i>Essential</i>			
32.	Evidence of energy, enthusiasm and resilience when working with complex needs	✓	✓
33.	Strong sense of loyalty to the school and commitment to its ethos	✓	
34.	Commitment to integrity, honesty, fairness and safeguarding the reputation of the school	✓	✓
35.	Evidence of effective teamwork and collaborative practice	✓	✓
36.	A Strong work ethic and consistently professional approach	✓	✓
37.	Ability to maintain professionalism and emotional resilience under pressure	✓	✓
38.	Commitment to inclusion and achieving the best outcomes for all students	✓	✓
<i>Desirable</i>			
39.	Positive attitude with a good sense of humour and perspective	✓	✓
40.	Commitment to ongoing professional development and reflective practice	✓	✓

(April 2026)

Signed:

Dated: