



HEARTS ACADEMY TRUST



SENDCO  
ASSISTANT / HLTA  
PERSON  
SPECIFICATION

# HEARTS VALUES

## Redefining Possibilities

Our HEARTS values form the foundation of our culture of care, inclusion, mutual respect, and service to our communities which empowers all to flourish and make a difference.

H



### HAPPINESS

We promote **happiness** and good mental health & wellbeing by building relationships that have a strong, shared sense of purpose, where all are valued and belong. Our curriculum is rich in opportunities and experiences that ignite a love of learning.

E



### EQUITY

We are engines of social justice: we ensure everyone is treated with **equity** and help those who need it, overcoming barriers and battling against unfairness.

A



### ACHIEVEMENT

We facilitate and celebrate **achievement** within and beyond our schools, recognising the individuality of success, enabling all to fulfil their potential and prosper.

R



### RESILIENCE

We develop **resilience** through hard work and cultivating courage in the face of adversity. We foster independence of thought, a willingness to take risks, persevere and learn from mistakes, taking responsibility over our decisions.

T



### TRUTH

We model **truth**, integrity and authenticity: doing the *right* thing, because it is the right thing, even when it is difficult.

S



### SPIRITUALITY

We promote **spirituality** through empathy, reflection and appreciating diverse backgrounds and cultures. We endeavour to live life in all its fullness through a deepening sense of awe and curiosity, expanding connections with the wider world around us.

# SEND CO ASSISTANT / HLTA PERSON SPECIFICATION

## Working With Others

Detail	Examples
Working with partners	Understand the role of others working in and with the school
Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults A positive attitude
Team work	Ability to work effectively with other adults in the school Ability to work on own initiative
Information	Ability to provide timely and accurate information

## Qualifications & Experience

Detail	Examples
Specific qualifications & experience	GCSE or equivalent in Maths and English (C or above) Level 3 qualification essential SEND qualification desirable Experience of working closely with parents in successful home-school partnerships that support pupils' needs Knowledge of current educational issues
Knowledge of relevant policies and procedures	General understanding of the operation of a school and Trust A good knowledge of the SEND Code of Practice
Literacy	Good reading and writing skills Level C or above GCSE/ equivalent in English with and ability to communicate effectively in a clear and concise manner
Numeracy	Ability to undertake calculations Level C or above GCSE/equivalent in mathematics with an understanding of using maths to inform and improve
ICT and Technology	Experience of Microsoft packages, including Word, Excel & Publisher Ability to use photocopier

# SEND CO ASSISTANT / HLTA PERSON SPECIFICATION

## Communication

Detail	Examples
Written	Ability to complete returns and compose business letters, reports and emails
Verbal	Ability to exchange routine verbal information clearly and sensitively in English with children and adults
Languages	Confidence to contribute in meetings
Negotiating	Able to seek support to overcome communication barriers with children and adults Ability to consult with colleagues and other stakeholders

## Working With Children

Detail	Examples
Behaviour Management	Understand and implement the school's behaviour management policy
SEND	Awareness and understanding of the differences in children and adults and respond appropriately High expectations of what all pupils can achieve A sound grasp of the concept of inclusive practice
Curriculum	Understanding of the learning experience provided by the school
Child Development	Knowledge and understanding of the way in which children develop and learn Awareness of pupils' development and needs
Health & Wellbeing	Understand the importance of physical and emotional wellbeing Ability to support children who may be unwell

## Responsibilities

Detail	Examples
Organisational skills	Able to prioritise and manage workload Ability to work accurately with attention to detail
Line Management	N/A
Time Management	Ability to manage own time effectively in a calm manner

Creativity	Ability to follow instructions, contributing ideas to improve systems Demonstrate a highly creative approach to work Ability to resolve problems independently A hopeful and positive attitude
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## General

Detail	Examples
Equalities	Demonstrate a commitment to equality Knowledge of issues relating to equal opportunities
Health & Safety	Understanding of Health & Safety
Child Protection	Understand and implement child protection procedures
Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance