



LODE HEATH SCHOOL

part of
Arden Multi Academy Trust



PERSON SPECIFICATION

Post Title:	High Needs Manager	Salary Grade:	D or E (negotiable, depending on experience)
Location:	Lode Heath School	Salary range:	D – 19-26 E – 27-33
Department:	Inclusion	Weeks:	39 per year (term time + INSET)
Responsible to:	Assistant Headteacher: Inclusion & SEND Associate Headteacher	Hours:	37 per week (8am-4pm Monday to Thursday. 8am-3:30pm Friday. 30 minute unpaid lunch break each day)
	Essential Criteria	Desirable Criteria	Measured by
Education and Qualifications	<ul style="list-style-type: none"> Level 2 qualifications in English and Maths at GCSE grade C or above (or equivalent). Relevant SEN qualifications e.g. Level 2 or 3 Teaching Assistant Qualifications or Supporting Teaching & Learning in School Certificate (Level 3) 	<ul style="list-style-type: none"> Other evidence of related training or interests 	<ul style="list-style-type: none"> Application
Skills and Abilities	<ul style="list-style-type: none"> Accurate and fluent written communication skills Ability to orally communicate effectively with a range of audiences Ability to engage and motivate students Effective time management skills Ability to deploy behaviour management strategies effectively Ability to work in an organised and methodical manner. Ability to work under pressure to strict deadlines. Interpersonal skills to work through difficult situations Ability to identify work priorities and manage own workload within agreed parameters. Ability to demonstrate problem solving skills. Ability to maintain accurate work records. Liaise and communicate effectively with others. Ability to work effectively as part of a team. Excellent IT skills – email, Word & Excel 		<ul style="list-style-type: none"> Application / Interview
Experience & knowledge	<ul style="list-style-type: none"> Previous experience of working as a Teaching Assistant or HLTA with 	<ul style="list-style-type: none"> Previous similar experience 	<ul style="list-style-type: none"> Application / Interview

	<p>students with high needs, and their parents/ carers.</p> <ul style="list-style-type: none"> • Leading intervention groups: Literacy/ Numeracy/ Reading • Understanding of SEND issues, child development and learning, particularly the challenges faced by children with recognised difficulties such as Autism, Asperger's, ADHD, Dyslexia etc. • KS3 and/or KS4 curriculums • Relevant policies/codes of practice and awareness of relevant legislation • Participating in termly SEND reviews and annual EHCP reviews 	<ul style="list-style-type: none"> • Line management – including appraisal • Access Arrangements • Safeguarding – acting as a designated safeguarding lead • Transition to year 7 and between key stages • Timetabling 	
Other Requirements	<ul style="list-style-type: none"> • “Championing” the cause of SEND students External agencies and referral process • Commitment to inclusion • Ability and willingness to contribute to the wider school • Self-motivation and initiative. • Punctual and reliable. • Excellent interpersonal and communication skills. • Commitment to participate in further training and developmental opportunities 		<ul style="list-style-type: none"> • Application / • Interview

Person Specification reviewed by: **L. Suddon**

Date: **June 2022**