The Schelwood Trust

	Essential	Desirable
Herschel Grammar School Person Specification **HLTA and Additional Needs Coordinator**		
Qualifications:	Educated to A Level or NVQ level 3 / 4 or equivalent GCSE English and Maths at grade 5 or above Driver's licenced access to a vehicle.	A relevant degree A professional qualification relevant to the post such as social worker, teaching, youth worker or other relevant qualification
Experience:	Working with children, young people, parents and families preferably within an educational context. Ability to work as part of a team, as well as on your own initiative. Working with professionals from other agencies and in multi-agency context. Using IT systems to record data, compile reports as well as analysing statistical data for monitoring purposes.	At least one year's related experience of work within a school attendance related service.
Knowledge:	Schools systems and an understanding of the issues affecting truancy and non-school attendance. Demonstrate an understanding of issues linked to confidentiality. Demonstrate an understanding of issues that may affect a student's ability to attend school.	Demonstrate knowledge of attendance regulations.
Skills	Ability to communicate effectively both orally and in writing especially with students, parents, school staff and external agencies. Ability to use IT systems effectively to produce reports, record information and monitor outcomes for individuals and groups. Attention to detail. Ability to persuade and negotiate as well as good interpersonal/communication skills. Able to use own initiative and work alone when necessary. Ability to overcome communication barriers with children and students	

	Ability to listen effectively. Ability to maintain accurate and up to date records. Ability to meet tight deadlines and plan and manage own time effectively. Demonstrate an ability to cope with stressful/conflict situations.	
Safeguarding	Able to demonstrate commitment to promoting and safeguarding the welfare of children and young people in school.	