

# Lancashire County Council

<b>Person specification form</b>		
<b>Job title:</b> Careers Co-ordinator/HLTA	<b>Grade:</b> 7	
<b>Directorate:</b> Children and Young People	<b>Post number:</b>	
<b>Establishment or team:</b> St Mary's Catholic High School		
Requirements (based on the job description)	Essential (E) or Desirable (D)	To be identified by: application form (AF), interview (I), test (T), reference (R) or other (give details)
<b>Qualifications</b>		
Recognised and relevant Level 6 qualification or equivalent	E	AF, I
Level 2 or equivalent qualification in English and Maths	E	AF, I
HLTA Status	D	AF/I
<b>Experience</b>		
Working with children and young people in an educational setting	E	AF, I, R
Working in a relevant classroom/service environment	E	AF, I, R
Administrative work	E	AF, I, R
Supporting pupils with challenging behaviour	D	AF, I, R
<b>Knowledge, skills and abilities</b>		
<ul style="list-style-type: none"> <li>• Ability to operate at a level of understanding and competence equivalent to NVQ Level 4 standard</li> </ul>	E	AF, I, R
<ul style="list-style-type: none"> <li>• Ability to relate well to children</li> </ul>	E	AF, I, R
<ul style="list-style-type: none"> <li>• Ability to work as part of a team</li> </ul>	E	AF, I, R
<ul style="list-style-type: none"> <li>• Good communication skills</li> </ul>	E	AF, I, R
<ul style="list-style-type: none"> <li>• Ability to supervise and assist pupils</li> </ul>	E	AF, I, R
<ul style="list-style-type: none"> <li>• Time management skills</li> </ul>	E	AF, I, R
<ul style="list-style-type: none"> <li>• Organisational skills</li> </ul>	E	AF, I, R
<ul style="list-style-type: none"> <li>• Knowledge of classroom roles and responsibilities</li> </ul>	E	AF, I, R
<ul style="list-style-type: none"> <li>• Administrative skills</li> </ul>	E	AF, I, R
<ul style="list-style-type: none"> <li>• Ability to make effective use of ICT</li> </ul>	E	AF, I, R
<ul style="list-style-type: none"> <li>• Ability to assess children's development</li> </ul>	E	AF, I, R
<ul style="list-style-type: none"> <li>• Ability to plan and deliver work programmes</li> </ul>	E	AF, I, R
<ul style="list-style-type: none"> <li>• Ability to organise, lead and motivate others</li> </ul>	E	AF, I, R
<ul style="list-style-type: none"> <li>• Flexible attitude to work</li> </ul>	E	AF, I, R

<b>Other</b> (including special requirements) 1. Commitment to safeguarding and protecting the welfare of children and young people 2. Commitment to equality and diversity 3. Commitment to health and safety 4. Commitment to sustaining regular attendance at work	E  E E E	I  I I R
<b>Prepared by:</b> Louise Martin		<b>Date:</b> October 2021
<b>Note: We will always consider your references before confirming a job offer in writing.</b>		