

Person Specification

Job Title	SEND Assessment & Review Assistant
Grade	Scale 5
Service/Section	Inclusion, Learning and Achievement
Directorate	Children services

Shortlisting Criteria: Essential criteria assessed via application form should be used to shortlist.

Criteria	Essential/ Desirable
Knowledge	
Good knowledge of the SEND needs assessment framework	E
Good knowledge of the DfE Code of Practice (2014) on the identification and assessment of SEND	E
Skills and Abilities	
Ability to use word processing packages and computer systems to a high standard to produce letters and other documents and use the assessment database workflow system, maintaining accurate records and following agreed procedure	E
Ability to deal with members of the public over the telephone.	D
Skills in direct work and effective communication to develop a partnership with parents and children and young people enhancing the outcomes for the family	E
Effective presentation and good written and oral communication skills.	D
Ability to prioritize and manage own workload under pressure	E
Ability to work in partnership with other professionals and practitioners in order to provide a seamless service.	D
Experience	
Good general standard of education	E

Equal Opportunities	
Understanding of and commitment to the Council's equal opportunities policies and ability to put into practice in the context of this post.	E
Understanding of and commitment to achieving the Council's staff values and ability to put into practice in the context of this post.	E