

Person Specification

Job Title	SEND Assessment & Review Officer
Grade	PO2
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 primary, secondary or further education systems.	D
Knowledge of the the Education Act 1996, the Children and Families Act 2014 and the SEN Code of Practice 2015.	E
Skills and Abilities	
Ability to use word processing packages, spreadsheets and databases to a high standard, including database reporting tools, maintaining accurate records and following procedure.	D
Ability to effectively communicate to a high standard verbally and in writing with parents, young people, schools, professionals, members of the public and other agencies.	E
Ability to initiate working in partnership with parents young people, schools, professionals and other agencies.	E
Ability to challenge schools, colleges, training providers, parents and professionals on matters directly relating to relevant legislation Good understanding of outcome focussed planning	D
Ability to demonstrate resilience under pressure and meet targets, particularly when dealing with contentious situation that pose a risk of legal challenge to the LA	E
Ability to prioritise and manage own workload.	D
Understanding of and commitment to the council's equal opportunities policy, and ability to apply policy within the SEND Assessment & Review Service	E

Experience	
<p>Good general standard of education equivalent to 'A' level including GCSE English.</p> <p>Experience of drafting EHC Plans or statements of special educational needs.</p> <p>Experience of working directly with educational establishments such as nurseries, schools, colleges or training providers</p>	<p>E</p> <p>D</p> <p>E</p>
Equal Opportunities	
<p>Understanding of and commitment to the Council's equal opportunities policies and ability to put into practice in the context of this post.</p> <p>Understanding of and commitment to achieving the Council's staff values and ability to put into practice in the context of this post.</p>	<p>E</p> <p>E</p>