

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	
1. Good knowledge of primary, secondary or further education systems.	D
2. Knowledge of the the Education Act 1996, the Children and Families Act 2014 and the SEN Code of Practice 2015.	E
Skills and Abilities	
1. Ability to use word processing packages, spreadsheets and databases to a high standard, including database reporting tools, maintaining accurate records and following procedure.	D
2. 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
3. Ability to initiate working in partnership with parents young people, schools, professionals and other agencies.	E
4. Ability to challenge schools, colleges, training providers, parents and professionals on matters directly relating to relevant legislation Good understanding of outcome focussed planning	D
5. 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
6. Ability to prioritise and manage own workload.	D
7. Understanding of and commitment to the council's equal opportunities policy, and ability to apply policy within the SEND Assessment & Review Service	E

Experience	
1. Good general standard of education equivalent to 'A' level including GCSE English.	E
2. Experience of drafting EHC Plans or statements of special educational needs.	D
3. Experience of working directly with educational establishments such as nurseries, schools, colleges or training providers	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