

CITY OF WOLVERHAMPTON COUNCIL

PERSON SPECIFICATION

SEND Officer (0 -25)

Job Purpose and Role:

To support the SENSTART Manager with the identification, referral, assessment and placement of children with SEN/D (0-25 years) within the context of 1996 Education Act, Children and Families Act 2014, and SEND Code of Practice and related legislation and regulations.

	Essential	Desirable	Identification
Qualifications	<ul style="list-style-type: none"> Degree or equivalent relevant experience. 	<ul style="list-style-type: none"> Use of databases. A qualification in integrated working practices. Evidence of relevant continuous professional development. 	<ul style="list-style-type: none"> Application form Appropriate certification. References
Experience	<ul style="list-style-type: none"> Knowledge and understanding of the roles and responsibilities of the LA with regard to SEN / Disabilities and its relationship with settings, schools and Post 16 providers and funding policy. An excellent working knowledge of SEND, particularly in the relation to the SEND Code of Practice 	<ul style="list-style-type: none"> An awareness of the efficient use of LA funding. Previous experience of working in a LA, school or education environment. Previous experience of working with training providers, delivering provision to Post 16 learners. Experience of participating in a Performance Management scheme. 	<ul style="list-style-type: none"> Application Form, references, interview and selection process.
Skills and Knowledge and understanding.	<ul style="list-style-type: none"> Detailed knowledge of legislation relating to SEND particularly in the areas of Children and Families Act and the SEND Code of Practice/Funding guidance. Knowledge and understanding of the roles and responsibilities of the LA with regard to the provision of support 	<ul style="list-style-type: none"> Ability to interpret specialist advice (educational, psychological, social care and medical) as part of a single assessment. Experience of Local Authority commissioning and multi-agency working practices. IT skills including word processing and data base experience. 	<ul style="list-style-type: none"> Application form, references, interview and selection process.

	<p>for young people with EHCP and its relationship Post 16 Providers</p> <ul style="list-style-type: none"> • The ability to chair meetings in a multi-professional context. • Excellent organisational skills. • Effective communication and presentation skills, both oral and written. 	<ul style="list-style-type: none"> • Ability to work effectively with multi-professional teams and in partnership with children/young people, schools, parents, service users and other Key agencies. • Ability to work on own initiative and as a supportive team member. • Good understanding of the SEND Code of Practice and Disability Discrimination Act 2005. 	
Personal Qualities	<ul style="list-style-type: none"> • Good interpersonal and negotiation skills. • Ability to work under pressure and resolve conflicting demands. • A firm commitment to inclusive practice. • A firm commitment to high standards of practice. 	<ul style="list-style-type: none"> • Self reliance and reliability. • Flexibility. 	<ul style="list-style-type: none"> • Application form, references and interview.
Commitment	<ul style="list-style-type: none"> • Safeguarding • Equal Opportunities • Team Work • Continued professional development • To providing a quality service to Children/ Young People, parents/carers and professionals. 	<ul style="list-style-type: none"> • Partnerships. 	<ul style="list-style-type: none"> • Application form, references and interview.

Specialist Skills	<ul style="list-style-type: none"> • Ability to inspire, challenge, motivate and empower others. • Analyse data, formulate clear, secure judgements and make recommendation based on evidence. • Provide evaluative and developmental reports, both verbally and in writing. • Work effectively with colleagues from a wide range of organisations. • Manage own time, priorities and work-life balance effectively. 	<ul style="list-style-type: none"> • Ability to read situations accurately, build relationships and manage conflict. • Ability to interpret specialist educational, psychological and medical evidence as part of the single assessment and placement process. 	<ul style="list-style-type: none"> • Application form, interview and selection process.
Special Conditions	<ul style="list-style-type: none"> • Full driving licence and car available for work (alternative arrangements will be discussed with disabled candidates) • Post holder may, from time to time, be required to work outside of normal office hours at short notice. 		<ul style="list-style-type: none"> • Application form, interview and selection process