



Person Specification

Job Title: SEND Officer

Qualifications	Essential	Desirable
Level 2 qualifications in English and Maths, or equivalent	✓	
NVQ Level 3 or equivalent in youth and community work or other related area	✓	
Willingness and ability to obtain and/or enhance qualifications and training and development in the post	✓	
Experience		
Experience of working within a school environment	✓	
Experience of working with children with complex Special Needs and/or disabilities	✓	
Experience of effective SMART target and outcome setting	✓	
Experience of supervising or managing teams		✓
Experience of working effectively with parents, external professionals and other stakeholders	✓	
Experience of analysing data	✓	
Experience and understanding of safeguarding and child protection issues	✓	
Skills/Knowledge		
Be knowledgeable of the different needs of students with complex needs and learning difficulties and/or disabilities	✓	
Have a good understanding of the SEND Code of Practice and Looked After Children guidance	✓	
Have the knowledge of strategies that can be applied in the classroom to initiate quality first teaching	✓	
Promote student independence inside and outside of the classroom	✓	

Have the ability to manage EHCP Review meetings	✓	
Ability to effectively communicate with a wide range of audiences and promote safeguarding and care of students across the whole community	✓	
Have the knowledge and skills to facilitate small group work with students using agreed academy procedures for marking and assessment of student's work	✓	
Ability to create development resources that engage, enthuse and stretch and challenge students	✓	
To produce, monitor, quality assure and housing of the IEP and One Page Profile for all students within the Inclusion Area, updating and amending where necessary.	✓	
Ability to use standard ICT packages including Microsoft Office	✓	
Ability to organise events and training		✓
Have excellent listening skills	✓	
Creative in problem solving together with willingness to take on and try new approaches and ideas	✓	
Be responsible for the accurate writing of reports, risk assessment, Individual health care plans, PEEPs and other written information	✓	
Understanding of the JCQ Exam Access Arrangement procedures	✓	
Be responsible for a caseload of students, as agreed by your line manager	✓	
Ability to relate to students in a pleasant and sympathetic manner and to recognise potential child safeguarding issues	✓	
Other		
Satisfactory DBS check	✓	