



South Tyneside Council

CHILDREN, ADULTS AND HEALTH

PERSON SPECIFICATION

POST TITLE: SEND Officer

GRADE: Band 8

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Educational Attainment	<ul style="list-style-type: none"> • Educated to degree level or equivalent • Level 2 English (grade C GCSE or above) • Level 2 mathematics (grade C GCSE or above) 	<ul style="list-style-type: none"> • Person Centred Planning Training 	<ul style="list-style-type: none"> • Application Form • Certificates
Work Experience	<ul style="list-style-type: none"> • Experience of working with a broad range of people including families, education, social care and health professionals • Experience of leading multi-agency meetings • Experience of writing plans/reports • Knowledge of children's services 	<ul style="list-style-type: none"> • Experience of working with children/young people with SEND • Experience of managing or supervising people 	<ul style="list-style-type: none"> • Application Form • Interview • References • Presentation
Knowledge/ Skills/ Aptitudes	<ul style="list-style-type: none"> • An understanding of and empathy with the issues facing children/young people with SEND and their families • An understanding of partnership working • Knowledge of the Education, Health and Care assessment process • Able to be flexible and versatile, keeping up to date with and responding to changes in the SEND landscape • Able to use common software packages and willingness to learn and operate specific IT systems relating to SEN 	<ul style="list-style-type: none"> • Knowledge of the Children and Families Act 2014 and Code of Practice 2015 	<ul style="list-style-type: none"> • Interview • References • Presentation

Disposition	<ul style="list-style-type: none"> • Able to motivate others and deliver changes for children/young people and their families with SEND • Able to use own initiative and work as part of a multi - agency team • Able to prioritise and meet deadlines • Able to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs • Willingness to develop skills further • Flexible approach to work • Committed to the principles of equality and diversity 		<ul style="list-style-type: none"> • Interview • References
Circumstances	<ul style="list-style-type: none"> • Enhanced clearance from the Disclosure and Barring Service • Full current driving licence or access to a means of mobility support • Sufficient mobility to work across the Borough where necessary 		<ul style="list-style-type: none"> • Application form • DBS check