



# South Tyneside Council

## CHILDREN, ADULTS AND HEALTH

### PERSON SPECIFICATION

**POST TITLE:** School Improvement Officer - Special Educational Needs and Disabilities (SEND)

**GRADE:** Soulbury (point 14)

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Educational Attainment</b>	<ul style="list-style-type: none"> <li>Degree in Child Care/Education/Social Care</li> <li>Qualified Teacher Status</li> </ul>	<ul style="list-style-type: none"> <li>National Award for Special Educational Needs Coordination</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Certificates</li> </ul>
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>Experience of developing and supporting self-evaluation as a tool for school improvement</li> <li>Experience of analysing data</li> <li>Experience as a senior Manager / Leader in a primary, special or secondary school</li> <li>Extensive experience of working with children with special educational needs and their parents</li> <li>Experience of applying professional challenge to colleagues</li> </ul>	<ul style="list-style-type: none"> <li>Experience as a Deputy Headteacher / Assistant Headteacher</li> <li>Experience of applying professional challenge to schools aimed at improving the quality of provision and standards achieved by pupils with SEND</li> <li>Experience of formal school improvement work</li> <li>Experience of working closely with, and applying professional challenge to head teachers, governing bodies and other school leaders</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> <li>References</li> </ul>
<b>Knowledge / Skills / Aptitudes</b>	<ul style="list-style-type: none"> <li>Excellent knowledge of primary and/or secondary education</li> <li>Excellent leadership skills and the ability to manage distributed-leadership teams</li> <li>Excellent communication skills, both orally and in writing</li> <li>Excellent interpersonal skills</li> <li>Detailed knowledge of SEND Code of Practice (0-25)</li> <li>A clear understanding of the legislative frameworks and key issues particularly related to SEND</li> </ul>		<ul style="list-style-type: none"> <li>Interview</li> <li>Presentation</li> <li>References</li> </ul>

<b>Disposition</b>	<ul style="list-style-type: none"> <li>• Able to develop positive working relationships with a range of customers, colleagues and external agencies</li> <li>• Flexible approach to work</li> <li>• Committed to the principles of equality and diversity</li> <li>• Able to motivate self and others</li> </ul>		<ul style="list-style-type: none"> <li>• Interview</li> <li>• Presentation</li> <li>• References</li> </ul>
<b>Circumstances</b>	<ul style="list-style-type: none"> <li>• Full current driving licence or access to a means of mobility support</li> <li>• Enhanced clearance from the Disclosure and Barring Service</li> </ul>		<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> <li>• DBS check</li> </ul>