

Part A

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

- Knowledge and experience of working with people 0-25 with SEND, with an effective understanding of the challenges faced by services and service users across this range
- Extensive knowledge of SEND Code of Practice
- Evidence of innovative and creative thinking in order solve complex problems effectively
- Excellent planning, organisational and analytical skills
- Knowledge and experience of SEND Tribunals
- Detailed knowledge of SEN assessment, monitoring and review processes and experience of contributing to policy and procedure developments in this area.
- Extensive experience in assessment of SEND cases to establish appropriate support provision, including assessment and support of the most complex and challenging cases
- Experience of mentoring and coaching other staff members, supporting the development of their skills an the service overall, identifying training need and tailoring support as appropriate.
- Experience of working on the development and implementation of effective policies and procedures
- Excellent communication skills, across sectors and levels within an organisation, via a number of mediums
- Ability to organise and chair complex multi agency meetings
- Ability to professional challenge and retain focus on the needs of the child and young person, whilst being aware of sometimes conflicting agendas
- Ability to establish and maintain effective professional relationships with stakeholders
- Extensive experience dealing with safeguarding issues appropriately and in a timely manner
- Self starter with willingness and commitment to continued professional development
- Commitment to equality and diversity in the workplace

Desirable

- Experience of working within one of the following sectors: Education, Health or Social Care
- Experience of working within the Mental Capacity Act
- Experience of effective leadership and management of a team of staff, including management of absence, performance and conduct
- Experience of undertaking transition to adulthood assesments
- Awareness of Alternative Educational Provision regulations
- Experience of undertaking single or multi agency audits
- Experience of delivering training
- Experience of preparing for and attending SEND Tribunals
- Experience and knowledge of effective budget management and financial decision making, supported by appropriate rationale

Part B

The following criteria will be further explored at the interview stage:

- Excellent communication skills
- Ability to deal with challenging situations
- Flexible approach to work
- Ability to forge positive relationships

Additional Requirements

DBS clearance – Regulated Activity, Children