

SEND Senior Practitioner

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 assessments
- 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

Person Specification

Guidance Notes

- Part A of the person specification should list the essential criteria, and any desirable criteria if appropriate, which are needed to carry out the job. The criteria should include any qualifications, experience or skills that are essential to do the job, as well as criteria which would be beneficial (desirable) but would not stop a person from being short-listed, (desirable criteria can usually be acquired once the person has commenced work with us).
- Part A of the person specification should focus on criteria which will be assessed at the application stage. For example, it is easier to assess if an applicant has a relevant qualification rather than their verbal communication skills which would be assessed within the interview stage.
- Part B of the person specification should focus on those criteria which will be **further assessed at the interview stage**.
- Criteria should be described in terms of what you want the person to demonstrate and how this may be evidenced. This ensures we do not put unnecessary barriers in the way of applicants from diverse backgrounds and age ranges, who may not have come from a traditional public sector background.
- Criteria must not be discriminatory and managers need to be careful not to put too much emphasis on formal qualifications or lengths of experience which they can't justify, as other evidence of ability may be just as relevant. If you can't justify the inclusion of a criteria don't use it as a selection criteria.
 - Be particularly careful when applying general qualifications as this will be difficult to justify e.g. 5 GCSE's, degree level.
 - Describe experience in terms of quality, level and type rather than the length. For example, asking for 5 years experience could be age discriminatory if you can't justify why it is essential.
 - Do not use age as a condition or indicator of experience or maturity.
 - Avoid unjustifiable physical requirements which could exclude people with a disability.
- If there are any additional work related criteria related to the job these should also be included at Part B Additional Requirements, for example, able to work weekends or evenings etc.