

**Part A**

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

**Essential**

- Knowledge and understanding of SEND Code of Practice
- Evidence of innovative and creative thinking in order to problem solve effectively.
- Excellent organisational skills, ensuring deadlines are met and work is thorough and in line with relevant policies, processes and legal/statutory frameworks.
- Experience of gathering and analysing data from a range of sources and drawing accurate conclusions.
- Excellent communication skills (oral and written) including presenting analysis of data and report writing to senior managers.
- Able to establish and maintain high personal and professional credibility with Headteachers, senior managers, colleagues and partners.
- Experience of dealing with difficult situations in an appropriate and professional manner.
- Knowledge of and ability to use databases and spreadsheets to produce reports.
- Knowledge of data security and confidentiality issues.
- Good knowledge and understanding of how schools operate on a day-to-day basis.
- Excellent ICT skills.
- Self-starter with willingness and commitment to professional development
- Commitment to equality and diversity in the workplace

**Desirable**

- Experience of commissioning SEND places in schools, academies or other organisations.
- Experience of pupil place planning and forecasting processes.
- Knowledge of or experience of working within the SEND education sector.
- Knowledge of SEND assessment administration procedures and systems.
- Understanding of the diverse functions of a large complex public sector organisation and the relevant professional issues.
- Working knowledge of Special Education Needs and Disabilities (SEND) funding.

**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

**Additional Requirements**