

Information, Advice and Support Officer (SEND)]

Person Specification

We will use these criteria to assess your suitability for the job.

Essential

1. Knowledge of SEND relevant legislation and guidance
2. Good understanding of Child Protection principles and practice
3. Successful experience of working with carers/parents and families
4. Experience of inter-agency working
5. Experience of giving information, advice and guidance
6. Experience of working with school staff or in a school setting
7. Demonstrable experience of caseload management
8. Effective communication skills, both written and verbal
9. Ability to work as an effective team member
10. Ability to encourage children and young people to have a voice and for their views to be listened to and taken into account
11. Ability to think creatively and resolve problems

Desirable

1. Professional qualification relevant to working with children young people and families

2. Knowledge of educational procedures and systems relating to Special Educational Needs, school exclusions, attendance and school admissions
3. Experience of working within a multi-agency/multi-disciplinary setting
4. Experience of report writing and presenting information
5. Driving licence

Additional Requirements

- Regulated Activity DBS Disclosure Certificate
- Suitability to work with client group
- Commitment to equal opportunities

Our Values

Do you share our values of **proud**, **fair**, and **ambitious**?