PERSON SPECIFICATION – SEND MANAGER

	CRITERIA	Essential/ Desirable	Where assessed
	Qualifications and Education		
1	Maths and English GCSE Grade 4 or equivalent	E	A/C
2	HLTA Status	D	A/C
3	Further relevant training/development	D	A/C
	Experience and Knowledge		
4	Successful experience of working with students with SEND in a school environment	E	A, I, R
5	Experience of managing the support of learners in an education environment	E	A, I, R
6	Experience of working within the SEND Code of Practice	E	A, I, R
7	Experience of SEND processes related to reviews, referrals and consultations	D	A, I, R
8	Experience of working with external agencies	D	A, I, R
9	Experience of leading EHCP reviews with a range of stakeholders and contributing to EHCP applications	D	
10	Ability to motivate and engage students	E	A, I, R
	Skills		
11	Excellent communication skills and the ability to develop strong professional relationships with students, colleagues, parents/carers and external organisations	E	A, I, R
12	Ability to organise work, prioritise tasks, make decisions and manage time effectively	E	A, I, R
13	Ability to make a proactive contribution to the work of a team supporting students and their families		
	Personal Attributes		
14	A commitment to safeguarding and promoting the welfare of children and young people	E	A, I, R
15	Flexible and able to use own initiative	E	A, I, R
16	A willingness to be involved in extracurricular activities	E	A, I, R

Key: Where Assessed
A – Application Form
C – Certificates
I – Interview
R - References

Please set out how you meet the essential and if appropriate desirable criteria in your application form. The person specification will be used to shortlist candidates for interview.