

***‘Helping every person achieve things they never thought they could’* PERSON SPECIFICATION**

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| **Job Title** | **SEND Unit Manager** |

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| **QUALIFICATIONS** | **ESSENTIAL** | **DESIRABLE** |
| Level 2 qualification in English and maths or equivalent |  |  |
| Willingness and ability to obtain and/or enhance qualifications and training for development in the post |  |  |
| A relevant Level 3 qualification / degree |  |  |
| Level 3 Child Safeguarding qualification |  |  |

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| **EXPERIENCE** | **ESSENTIAL** | **DESIRABLE** |
| Experience of working in a school environment |  |  |
| Experience and knowledge of issues affecting students and young people and to offer supportive assistance |  |  |
| Record keeping |  |  |
| Report writing |  |  |
| Working knowledge of SEND |  |  |
| **SKILLS** | **ESSENTIAL** |  |
| Ability to effectively communicate with a wide range of audiences,  verbally and in writing |  |  |
| Ability to use standard ICT packages including Microsoft Office |  |  |
| Excellent time management and organisation skills |  |  |
| Resilience and an ability to work in difficult situations, including  dealing with conflict |  |  |
| Ability to build effective working relationships with all  stakeholders, including professionals, students and parents |  |  |
| Ability to undertake assessments and write reports to a high  standard |  |  |
| Ability to track data and monitor progress of students who are vulnerable or who have care plans |  |  |
| Ability to work well under pressure and manage competing  deadlines |  |  |
| Awareness of whole school and wider educational issues |  |  |
| Understanding of School child safeguarding procedures |  |  |
| To be able to undertake quality assurance processes to improve the quality of care provision and safeguarding |  |  |
| **OTHER** | **ESSENTIAL** |  |
| Satisfactory DBS check |  |  |
| High expectations of student achievement |  |  |

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| **Date Person Specification prepared/updated** | July 2024 |
| **Person Specification prepared by** | Mr D Mckeon |