

Person Specification: SEND Manager

Feature	Essential Requirement	Desirable Requirement	Assessment Method
Qualifications	<p>Academic qualifications to degree level with QTS.</p> <p>Either working towards or intending to apply for the SENCO NPQ.</p> <p>Evidence of continuing professional development related to the post.</p>	<p>Postgraduate and/or professional qualifications relevant to SEND.</p>	Certificates
Experience	<p>Considerable experience of supporting 16-19 students with SEND / high needs / EHCPs in an educational setting.</p> <p>Managing referrals for students with SEND – identifying needs, developing, monitoring and adapting support.</p> <p>Experience of the EHCP annual review process.</p> <p>Provision of advice and guidance for teaching staff in relation to student needs.</p> <p>Management of staff and/or an area of provision.</p> <p>Experience of handling challenging conversations and complaints.</p>	<p>Liaison with external support agencies and/or organisations e.g. Local Authority, SEND specialists, universities</p> <p>Teaching and/or tutoring 16-19 students.</p> <p>EAA Assessment.</p> <p>High needs admissions interviews.</p> <p>Staff recruitment.</p>	Questioning and references
Knowledge & Skills	<p>Strong communicator in a range of contexts – able to develop rapport with staff, students and parents.</p> <p>Knowledge of legislation and statutory guidance related to SEND, inclusivity and reasonable adjustments in a mainstream college environment.</p> <p>Ability to work under pressure dealing with tasks logically and problem solving.</p> <p>Ability to deliver systems and processes in line with statutory guidance, policies and procedures.</p> <p>Ability to liaise with staff from a range of teams.</p> <p>Strong administrative, I.T. and record keeping skills.</p> <p>Knowledge of Safeguarding (Keeping Children Safe in Education) in relation to SEND.</p> <p>Ability to maintain confidentiality in dealing with sensitive issues.</p>	<p>Ability to utilise a range of strategies to support wellbeing.</p> <p>Understanding of Local Authority processes in relation to EHCP Annual Reviews and High Needs Funding for 16-19.</p> <p>Data analysis and management reporting.</p>	Certificates, questioning and task
Personal Qualities	<p>Organised Approachable Efficient</p> <p>Collaborative Empathetic Confident</p> <p>Able to meet deadlines</p> <p>Strong attention to detail</p>		Questioning Previous work and scenarios
Motivation & Expectations	<p>Holistic approach to student support and a positive approach to working with a network of partners; parents, academic & pastoral staff, support staff and external agencies.</p>		Questioning and references