# **PERSON SPECIFICATION: SEN Officer POST REFERENCE: 102002**

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**

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| REQUIREMENTS | ESSENTIAL CRITERIAPlease indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R)  | DESIRABLE CRITERIAPlease indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) |
| * **Educational/vocational/ occupational qualifications and/or training**
* **Specific qualifications (or equivalents)**
 | * Education to NVQ Level 4 or equivalent
 | * Educated to degree level or equivalent (F)
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| * **Work or other relevant experience**
 | * Previous experience of working in an administration/monitoring/review capacity in an education based environment (F)
* Experience of multi agency working (F)
* Experience of managing own workload (F) (I)
* Ability to co-ordinate the assessment of children with SEND and determine an appropriate level of support (F) (I)
* Experience of providing support and advice to schools and education providers for children and young people with SEND (F) (I)
* Experience of working in close partnership with parents (F) (I)
 | * Experience of financial monitoring (F) (I)
* Experience of working in a school environment (F)
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| **ESSENTIAL/DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** |

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| * **Skills, abilities, knowledge and competencies**
 | * Excellent IT skills, particularly experience of databases (F) (I)
* Excellent communication and interpersonal skills (I)
* Ability to draft written summaries about individual children from professional reports (F) (I)
* Ability to work on own initiative and be self motivated (F) (I)
* Ability to listen, assist, give advice, consult, negotiate and represent others both orally and in writing (F) (I)
* Ability to work in partnership with parents and other professionals (F) (I)
* Ability to follow processes and procedures (I)
* Good planning and organisational skills (I)
* Ability to work to deadlines(I)
* Ability to manage a demanding workload (I)
* Understanding of equal opportunities (I)
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| * + **General competencies**
 | * Car Owner
* Ability to maintain a professional approach in all circumstances (I)
* An enthusiastic and positive approach to challenging situations and change (I)
* Commitment to continuous improvement and development of service (I)
* Commitment to ensuring tasks are completed (I)
* Orderly and systematic manner of working (I)
 | * Ability to travel around the borough independently (F) (I)
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**On-going Training Requirements**

The post holder will be required to undertake the following mandatory/essential training at the frequency indicated.

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| **Mandatory/Essential Training** | **Frequency** |
| SafeguardingInformation GovernanceGDPRHealth and SafetyEquality and Diversity | On commencement of employmentAnnuallyAnnuallyCommencement of employmentCommencement of employment |

Please note all appointments within Hartlepool Borough Council are subject to a declaration of medical fitness by the Council’s Occupational Health Service (having made reasonable adjustments in line with the Equality Act (2010) where necessary.