

Manager, SEND Support, Assessment and Review

Part A

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

- Recent experience of working at management/strategic level in the public/private sector with proven record of leading, developing and delivering a successful service
- Extensive knowledge of the SEND Code of Practice child protection and safeguarding legislation, policies and guidance
- Extensive experience working at a strategic level to shape services, drive change and improvements to improve the outcomes for children and families with SEND
- Experience of working in SEND across 0-25, with full and effective understanding of the challenges faced by services and service users across this range
- Willingness to engage in appropriate training, as required
- Evidence of innovative and creative thinking in order to problem solve effectively
- Good planning, organisational and analytical skills.
- Experience of drafting Education Health Care Plans.
- Knowledge of SEND Tribunals
- Experience of dealing with extremely challenging situations, professionally, whilst maintaining clear and appropriate decision making
- Ability to establish and maintain effective professional relationships with stakeholders, including the ability to navigate those relationships through challenging times
- Effective and clear communicator, across sectors and levels within an organisation and via a number of mediums (presentation, written etc)
- Experience and knowledge of effective budget management and financial decision making, supported by appropriate rationale
- Self starter with willingness and commitment to professional development of themselves and the service
- Experience of writing and presenting policy and strategy to inform others about relevant issues and recommend appropriate future action
- Ability to work under pressure and to deadlines
- Ability to organise and chair complex multi agency meetings
- Extensive experience dealing with safeguarding issues appropriately and in a timely manner
- Ability to professional challenge and retain focus on the needs of the child and young person, whilst being aware of sometimes conflicting agendas
- Committed to equality and diversity

Desirable

- Professional qualification (Education, Health or Social Care)

- Experience of working within the Mental Capacity Act
- Experience of effective leadership and management of a team of staff, including management of absence, performance and conduct
- Experience of undertaking transition to adulthood assessments
- Awareness of Alternative Educational Provision regulations
- Experience of undertaking single or multi agency audits
- Experience of delivering training
- Experience of preparing for and attending SEND Tribunals

Part B

The following criteria will be further explored at the interview stage:

- Excellent communication skills
- Ability to deal with challenging situations
- Flexible approach to work

Additional Requirements

DBS clearance

Ability to work flexibly to cover the work required