

Person Specification

JOB TITLE:	SAM Officer	POST NO:	
GRADE:	10	DEPARTMENT:	Children's Services
HOURS	37		
DIVISION: Education and Resources	Inclusion Services	DIRECTOR:	<u>Wendi Ogle-Welbourn</u>
DATE:	December 2016	COMPLETED BY:	Katy Blessett

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge of the SEND reforms and the Children & Families Act 2014 as it pertains to children and young people with SEND (A&P) • Knowledge of the SEND Code of Practice. (A&P) 	Knowledge about Education and/or Health and/or Social Care systems and practices.
SKILLS & ABILITIES	<ul style="list-style-type: none"> • Excellent written and verbal communication skills • Good analytical skills • The ability to convey complex SEN information in written formats. • Good interpersonal skills • A professional approach. • The ability to work in a highly organised manner and to meet statutory deadlines. • The ability to work under pressure. • Solution focused. • ICT literate. • A clear understanding of safeguarding. • Attention to detail. • Good presentation skills. • Word processing skills. 	
EXPERIENCE	<ul style="list-style-type: none"> • Experience of working in educational/health or social care environments. • Demonstrable experience of analysing information accurately. 	Experience of working within an SEN assessment and review team. Experience of drafting formal documents. Experience of working with parents/carers. Experience of mediation.
QUALIFICATIONS	<ul style="list-style-type: none"> • Degree level of equivalent. • Relevant experience and a proven track 	Professional qualifications in Education, Health or Social Care.

	record in the field will also be taken into account.	
PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none"> • Current driving licence and the ability to provide a suitably insured vehicle for use in connection with duties — reasonable adjustments will be considered upon request. 	
EQUALITY	Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities. (A & I)	
CUSTOMER CARE	Knowledge and understanding of effective customer care (A & I)	

*[At the end of each criteria the following codes are used to indicate how the criteria will be assessed:
(AI) Application / Interview, (P) Presentation, (W) Written Test.]*