

Person Specification

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| 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 • 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 record in the field will also be taken into account | Professional qualifications in Education, Health or Social Care. |

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| 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 | |
| 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.]*