

**SEND MANAGER
PERSON SPECIFICATION**

SPECIFICATION	ESSENTIAL	DESIRABLE
Qualifications / Training	Good standard of general education to GCSE level or equivalent, including English and mathematics	Degree or other relevant qualification
Experience	<p>Knowledge and understanding of child development</p> <p>Experience of working with children/young people</p> <p>Experience of administrative processes, record-keeping and keeping deadlines</p>	<p>Working with vulnerable students</p> <p>Experience of working with students with SEND</p> <p>Knowledge of legislation relating to SEND</p> <p>Experience of multi-disciplinary working</p>
Skills/ Attributes	<p>Effective communication skills</p> <p>Ability to build relationships with vulnerable students and parents/carers</p> <p>Deal with sensitive issues in a confidential manner</p>	<p>Excellent IT skills</p> <p>Excellent interpersonal skills</p> <p>Multi-agency working</p>
Personal Qualities	<p>Enjoy working with young people</p> <p>Team player</p> <p>Excellent role model</p> <p>Strong work ethic</p>	<p>Willingness to undertake personal development and training</p> <p>Flexible attitude to practices and hours to meet the needs of the school(s)</p>

Candidates should take account of this Person Specification in their letter of application.

The interview panel will thoroughly explore issues relating to safeguarding and promoting the welfare of children.

Additionally, for short-listed candidates, any relevant issues relating to employment breaks or reference queries will be taken up at interview.