



PERSON SPECIFICATION

SEND Manager

Qualifications, training and education

- Essential: Level 2 or equivalent in English and maths.
- Essential: Relevant qualification or equivalent experience in SEND, education or administration
- Essential: Commitment to undertake further professional development relevant to SEND.
- Desirable: Training in relevant learning strategies, for example literacy strategy.
- Desirable: Specialist skills or training in a curriculum or learning area, for example EAL, speech and language or SEMH.

Skills and abilities

Communication

- Excellent communication and interpersonal skills, with the ability to build effective relationships with colleagues, students, parents or carers and external professionals.
- Ability to communicate SEND-related information clearly and sensitively to a range of stakeholders.
- Strong written communication skills, including the ability to produce accurate reports, correspondence and documentation.

Organisation and planning

- Strong organisational skills, with the ability to manage and prioritise a varied workload.
- Ability to maintain accurate, detailed and confidential records in line with data protection requirements.
- Ability to coordinate multiple processes and timelines, including reviews, referrals and meetings, so that SEND processes are completed accurately and on time
- Attention to detail and accuracy when handling sensitive information and documentation.

Pastoral and inclusion

- Knowledge of SEND processes, provision and inclusive practice.
- Understanding of child development and learning processes.



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- Sensitivity to the needs of students with SEND and a commitment to promoting their wellbeing and inclusion.

Technical skills

- Ability to use ICT effectively to manage data, records and communication.
- Competence in using systems to track student information and provision mapping.

Personal qualities

- Ability to work effectively both independently and as part of a team.
- Ability to work collaboratively with a range of professionals and stakeholders.
- High level of discretion and commitment to maintaining confidentiality.
- Flexible approach to working and commitment to ongoing service and personal development.
- Calm under pressure, adaptable and resilient.
- Caring and positive attitude.
- Good listening skills and sensitivity to students' needs.
- Strong sense of responsibility.
- Ability to use own initiative.

Requirements specific to the role

- All staff and volunteers are expected to be committed to safeguarding, equality and promoting the welfare of children and young people.
- To ensure awareness of local safeguarding policies and procedures and to report any concerns or information received as required.
- Suitability to work with children.
- Enhanced DBS clearance is required.
- Commitment to upholding professional conduct in line with Trust expectations.
- Ability to work in accordance with policies and procedures relating to child protection, health, safety and security, equal opportunities and data protection.