

Person Specification

Criteria	Standard
Qualifications	• Literacy and numeracy e.g., GCSE English and maths, grades A-C • A degree in Education and Qualified Teacher Status
Experience	• Experience of SEN processes from an educational, care or health perspective • Experience of efficient and effective use of resources • Experience of understanding and adhering to policies • Experience of using a variety of software packages including databases • Experience of working in an educational or care environment • Multi-agency /disciplinary working experience
Knowledge	• Knowledge of changes to SEND Code of Practice • Knowledge of policies and legislation relating the major tasks • Knowledge of IT packages which are utilised across Children's Specialist Service teams • Knowledge of services and roles of professionals that provide services for children and young people with additional and complex needs, including Special Educational Needs. • Knowledge of systemic assessment processes • Knowledge of planning and review requirements, including planning to meet specific outcomes based on SMART targets
Skills	• Ability to communicate effectively with parents, children/young people and range of professionals • Sensitive response and conflict management • Ability to communicate effectively with members of the public and external colleagues, both verbally and in writing, • Ability to work under pressure and meet legal deadlines • Ability to maintain IT systems accurately • Organisational skills
Personal style & behaviours	• As an Oak Trees Multi-Academy employee, you will be supported and expected to demonstrate the MAT Core Behaviours.

We will ensure, so far as is reasonably practicable, that no disabled applicant is placed at a substantial disadvantage. This person specification includes what we believe are fully justifiable essential and desirable selection criteria. Provided that the selection criteria unconnected with the disability are met, we will make ALL reasonable adjustments in order that someone with a disability can undertake the duties involved.

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Type of criminal records checks required for this post	Tick as required
None	
Basic Disclosure	
Standard Disclosure	
Enhanced Disclosure	Y
Working with Adults - Regulated Activity	Y
Working with Children - Regulated Activity	Y

Information on types of criminal records checks is available at:
<https://www.gov.uk/disclosure-barring-service-check>