



Person Specification

Job Title: SEND Officer

Qualifications	Essential	Desirable
Level 2 qualifications in English and Maths, or equivalent	✓	
NVQ Level 3 or equivalent in youth and community work or other related area	✓	
Willingness and ability to obtain and/or enhance qualifications and training and development in the post	✓	
Experience		
Experience of working within a school environment	✓	
Experience of working with children with complex Special Needs and/or disabilities	✓	
Experience and understanding of safeguarding and child protection issues	✓	
Skills		
Ability to effectively communicate with a wide range of audiences	✓	
Ability to track data and analyse data to identify students that require intervention	✓	
Ability to use standard ICT packages including Microsoft Office	✓	
Ability to organise events and training		✓
Creative in problem solving together with willingness to take on and try new approaches and ideas	✓	
Understanding of the JCQ Exam Access Arrangement procedures	✓	
Ability to relate to students in a pleasant and sympathetic manner and to recognise potential child safeguarding issues	✓	
Other		

Satisfactory DBS check	✓	
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