|  |
| --- |
| **Person Specification** |

|  |  |
| --- | --- |
| **Post Details** | |
| **Post Title** | **SPECIAL EDUCATIONAL NEEDS AND DISABILITY CONVERSION officer (EHCP CONVERSIONS)** |
| **Department** | Department of People |
| **Division/Section** | Special Educational Needs and Disability Service |
| **Location** | Smithills |

|  |
| --- |
| **Essential** |

|  |
| --- |
| **Skills & Knowledge** |
| Knowledge and understanding of current SEN legislation in order to provide appropriate advice to parents, schools, multi-agency professionals and executive members. |
| Knowledge of Early Years & National Curriculum requirements and curriculum based assessments. |
| Ability to implement a Code of Practice within an educational setting |
| Ability to work with children and families with a range of Special Educational Needs. |
| A good understanding of, and experience of attending and facilitating, person centred reviews. |
| Ability to evaluate and review assessment advice in order to make appropriate decisions in line with statutory requirements and council policy. |
| Ability to communicate effectively both orally and in writing at all levels of the organisation including parents, the public and other professionals. |
| Demonstrate effective self management within a pressurised working environment, applying own initiative to ensure outcomes are delivered within agreed deadlines. |
| Knowledge of equal opportunities and positive action as it applies to children and young people with special educational needs. |
| **Promoting equality and diversity –** Understand how knowledge of our diverse communities can help us to deliver effective services and reduce disadvantage in the borough. Listen to contributions made to service development without prejudice. Challenge behaviours and processes which do not support the council’s work to eliminate discrimination; advance equality of opportunity; and foster good relations, while being prepared to accept feedback about own behaviour. |
| Customer Care - Listen and respond to customer need, seek out innovative ways of consulting service users and engaging partners. Network with others to develop services for the benefit of the service users. |
| Developing Self and Others - Coach and mentor others. Be willing to share learning and encourage others to do the same. Listen to others and respond to their needs. Apply a range of development activities to develop and train staff. Endorse the principles of Investor in People. Strives for improvement and take responsibility for own development. Be self-confident and lead by example. |
|  |

|  |
| --- |
| **Experience/Qualifications/Training** |
| Qualified Teacher Status or post-graduate qualification in a relevant work related area. |
| Experience in the role of a Special Educational Needs Co-ordinator. |
| Extensive experience of dealing with parents, schools and other agencies. |
| Experience of implementing or working with SEN legislation. |
| Confident use of software applications including databases, spreadsheets, word processing, e-mail, internet etc. |
| An ability to attend meetings both within and outside of the Bolton area. (This post is subject to casual car user allowance). |
| Willingness to work flexibly to meet service level demands at any given time. |

|  |
| --- |
| **Desirable** |

|  |
| --- |
| **Additional Requirements** |
| Experience of using and working with the EMS computer system |