



SEND Liaison Manager Person Specification

REQUIREMENT	ESSENTIAL	DESIRABLE
LEGAL REQUIREMENTS	Enhanced DBS checks included children's barred list and right to work in the UK.	
QUALIFICATIONS Principally assessed through letter and application form	GCSE A* - C in English and Maths.	Level 3 qualifications
EXPERIENCE, KNOWLEDGE and PROFESSIONAL COMPETENCE Principally assessed through letter, application form and lesson observation	Excellent organisational skills together with the ability to meet deadlines. Excellent Interpersonal Skills Experience of working with young people aged 11-18 Experience of working with confidential data. Confident ICT skills An understanding of child development and appropriate levels of childcare An understanding of special educational needs and appropriate strategies to remove barriers for learners.	Ability to use Microsoft Office packages, with the ability to adapt readily to new software Knowledge of Class charts/SIMS
COMMUNICATIONS Principally assessed through letter and interview process	Have excellent written and verbal communication skills Ability to use IT technology	
PERSONAL ATTRIBUTES Principally assessed through references, letter and interview process	To be committed to safeguarding and promoting the welfare of children and young people Ability to motivate individuals to perform effectively Ability to innovate and contribute to new initiatives Commitment to working in partnership with parents Awareness of and respect for, the needs of the individual child and their families, including multi-cultural and inclusive practices. Flexibility and willingness to be involved in the school Work effectively as a member of a team Be an effective role model through presentation and personal conduct Enthusiasm, energy, vigour, reliability and integrity	