



PERSON SPECIFICATION
SEND Manager

Category	Essential	Desirable
QUALIFICATIONS		
GCSE English at Grade C or above (or equivalent)	*	
GCSE Maths at Grade C or above (or equivalent)	*	
Relevant training courses developing own knowledge of issues affecting young people, and best practice in the management of these issues	*	
Exam Access Arrangements qualification		*
Child Protection Training		*
EXPERIENCE		
Experience of working in an educational setting with students.	*	
Demonstrable experience of successful working with young people and families	*	
Demonstrable understanding of working successfully within the specialist support services available to young people in the local area	*	
Experience of supporting SEN students	*	
Experience of building relationships with other agencies / schools	*	
Thorough understanding of Child Protection legislation	*	
Experience of working in a multi-agency setting		*
Experience of leading a team or line managing employees		*
SKILLS		
Good working knowledge and understanding of IT	*	

Ability to use word-processing, spreadsheet and database software	*	
Ability to prioritise, with effective decision-making skills.	*	
Good interpersonal and communication skills, alongside the ability to work with people at all levels	*	
Ability to maintain resilience, understanding and positive thinking when working with challenging pupils	*	
QUALITIES & APTITUDE		
Ability to work as part of a team and on own initiative	*	
Self-motivating, with the ability to multi-task	*	
Organised, with effective planning skills	*	
Ability to enthuse and motivate others	*	
Flexible and adaptable	*	
Empathy for young people	*	
Holds a flexible and team-based approach, with a pupil outcome focus	*	

Ambitions Academies Trust Is Committed To Providing A Safe, Supportive And Stimulating Environment For All Its Pupils Following Keeping Children Safe in Education Guidelines. This Post is Exempt from the Rehabilitation of Offenders Act 1974

Outstanding Achievement for All