



Person Specification

| | |
|--|--|
| <p>The Academic/professional/ Technical/vocational qualifications (including qualification Level) required for the post</p> | <p>Essential</p> <ul style="list-style-type: none"> - <i>Appropriate professional qualification or a minimum of 5 years relevant experience.</i> - <i>Relevant Management qualification or evidence of former ongoing management development</i> - <i>A qualification in SEN / LDD or minimum 5 years relevant experience</i> - <i>Educated to degree level</i> |
| <p>Linguistic skills level required for the post</p> | <p><i>Speaking/Listening: ALTE Level 4</i> <i>Reading: ALTE Level 4</i> <i>Writing: ALTE Level 4</i></p> |
| <p>Practical/personal skills required for the post</p> | <ul style="list-style-type: none"> - <i>Excellent communication skills requiring tact and diplomacy, negotiation and sensitivity in matters which are often complex and distressing in nature</i> - <i>The ability to offer support and guidance to staff to communicate sympathetically, fairly and consistently.</i> - <i>Excellent negotiation and influencing skills.</i> - <i>Excellent listening skills</i> - <i>Strong and well developed leadership skills.</i> - <i>The ability to communicate effectively with and support staff as they come into contact with professionals, colleagues and the public. To deliver advice and support based on knowledge of relevant legislation, guidance, strategies and policies with professionals, colleagues and the public alike.</i> - <i>Excellent communication and listening skills with the ability to present complex issues clearly and concisely to a wide range of audiences such as parents and councillors, legal representatives and head teachers, in mediation settings such as tribunals and appeal hearings both verbally and in writing.</i> - <i>the ability to analyse, digest, interpret and clarify statutory guidance and legal judgements to complex and challenging</i> |

Cyngor Sir CEREDIGION County Council

| | |
|--|--|
| | <p>scenarios.</p> <ul style="list-style-type: none"> - <i>The ability to remain focused and to avoid distractions under pressure in a challenging, busy and emotive environment.</i> - <i>The ability to work flexibly and to manage multiple tasks and challenges with changing deadlines, pressures and priorities.</i> - <i>The ability to convert strategy to operational delivery</i> - <i>Ability in financial planning and budgetary management.</i> - <i>Promote and develop a positive approach to confidentiality, data handling and IT security.</i> - <i>The ability to develop strategies and procedures to ensure efficient and secure sharing of information and protection of pupil information.</i> |
| Experience <i>required</i> for the post | <ul style="list-style-type: none"> - Relevant experience of developing processes for the effective continuous improvement in service delivery. - Considerable experience of effective co-ordination of staff groups and ensuring effective team work. - Decision making within statutory frameworks, with financial implications and where decisions are subject to legal challenge. - Detailed knowledge and understanding of relevant legislative and regulatory framework for SEN and Government initiatives relating to SEN, and working knowledge of related regulations (e.g. SEN regulations and Learner Travel regulations) - Working with statutory complaint and appeal processes. - Detailed knowledge and understanding of mechanisms to support schools and other settings to meet the educational needs of children and young people with SEN. - Experience of applying thresholds and criteria equitably and transparently - Experience of working across organisational and managerial boundaries to achieve improved outcomes for children. - Understanding of and ability to use information and communication technology |

Cyngor Sir CEREDIGION County Council

| | |
|--|---|
| | <p>and information management systems.</p> <ul style="list-style-type: none"> - Experience of influencing design of information management systems resulting in more robust and efficient practice. - Experience of working with multi-disciplinary teams - Experience of service development at a management level including experience of implementing key strategies to promote achievement of children with SEN - Experience of handling and maintaining pupil data and sensitive information in accordance with the relevant guidance and legislation. - Experience in SEN / LDD service delivery |
| Training/education <i>required</i> to be undertaken for the post/worked towards | <ul style="list-style-type: none"> - <i>Continuous professional development.</i> - <i>Required to attend training courses when needed.</i> - <i>Attend Special Educational Needs Tribunal for Wales forum biannually for ongoing discussions on tribunal policy and procedural regulations.</i> |
| Any additional desirable skills/qualifications. | <ul style="list-style-type: none"> - <i>Experience of working with digital records and promoting the migration towards a single user interface for the sharing of pupil information.</i> - <i>Excellent IT skills and the ability to provide training and guidance in multiple IT packages, including bespoke in house IMS systems.</i> |