



PERSON SPECIFICATION

JOB TITLE: IW Special Education Needs (SEN) Service Manager

DEPARTMENT: Children Services

GRADE:

POST NUMBER:

PREPARED BY: County Education Manager Inclusion

DATE: October 2022

E = Essential D = Desirable		SOURCE OF EVIDENCE: Application = A, Test = T, Interview = I, References = R
1. EXPERIENCE - direct work experience, other relevant experience		W = 5
E	Substantial post qualification experience and considerable experience at team manager level or ability to demonstrate competencies at this level	A, I
2. KNOWLEDGE, without which the job cannot be done effectively		W = 5
E	Knowledge of and experience of working with legislation and policies in the respect of particular specialism e.g., SEN, Speech and Language Therapy, Education or other related field.	A, I
E	Knowledge of and experience with budget / financial management processes and ability to demonstrate competence.	A, I
E	Managerial knowledge of and experience with disciplinary and grievance procedures	A, I
E	Knowledge and experience of business planning	A, I
E	Commitment to the development and continuous improvement of high-quality services	A, I
E	Knowledge and experience of working with other agencies and disciplines	A, I
E	Familiar with department objectives and corporate strategy and how these link together	A, I
E	Keep up to date with changes in legislation	A, I
3. SKILLS & ABILITIES, Essential/capable of doing, Desirable/able to train		W = 4
E	Excellent interpersonal and communication skills	A, I
E	Analytical skills	A, I
E	Time management and prioritising, able to make effective decisions	A, I
E	Understanding of how the sector can help deliver services to the people of Isle of Wight in particular children and young people with SEND and their families	A, I
E	Budget monitoring and reporting systems	A, I
E	Establish key links with partner agencies	A, I
E	Has a strategic vision	A, I
E	Achieves performance development objectives both personally and for the operation teams in terms of service deliver	A, I
E	Successful budget management	I

4. QUALIFICATIONS, Training & Experience, also identify training to be given		W = 4
E	Educated to a Degree Level or equivalent professional qualification or relevant experience	A, I
D	Management Qualification	A, I
5. Personality, Social Skills, relationships, thinking style, disposition		W = 4
E	Commitment to equalities	I
E	Actively involved in sector meetings and contribute to sector planning and objective setting	I
E	Effective working relationships to deal with operational issues across and with the client group	A, I
E	Positive feedback on post holder from partner agencies and senior managers	A, I