



## Person Specification

### Note To Applicants

The points that are marked 'E' are the essential requirements. You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

The points that are marked 'D' are the desirable requirements that enhance a person's capacity to do the job.

<b>Job Title</b>	EHC Casework Officer EOTIS
<b>Grade</b>	8
<b>Directorate</b>	People
<b>Service</b>	Education and Inclusion (SEND Service)

### Criteria

<b>Experience</b>		
1. Current knowledge and understanding of legislation and statutory duties in relation to education, and specifically special educational needs and disabilities (SEND)	A/I	E
2. Experience of working with senior staff in schools and partner agencies	A/I	D
3. Experience of writing reports and contributing to plans	A/I	E
4. Experience of establishing effective communication and negotiation with partners including schools, agencies and parents/carers	A/I	E
5. Experience influencing and convincing others to accept decisions and recommendations	A/I	E
6. Gaining commitment from people establishing high levels of trust and credibility	A/I	E
7. Maintaining effective records	A/I	E
8. Experience of working with children, young people and families	A/I	E

<b>Skills and Abilities</b>		
9. Excellent interpersonal skills both written and verbal with the ability to clearly communicate at different levels	A/I	E
10. Effective listener	A/I	E
11. High level of professionalism	A/I	E
12. Highly developed negotiating and networking skills (E) A,I	A/I	E
13. Ability to develop and formulate strategies and be confident in making own decisions	A/I	E
14. Ability to cope with, manage and respond to complex issues	A/I	E
15. Ability to work effectively in often stressful circumstances and respond effectively to both predictable and unpredictable deadlines	A/I	E
16. Ability to build and maintain successful relationships with all parties treating all consistently and appropriately	A/I	E
17. Ability to demonstrate a high degree of knowledge and awareness to the needs of service users	A/I	E
18. Ability to work effectively individually as well as part of a team	A/I	E
19. Ability to prioritise work and to be able to work to tight deadlines	A/I	E
20. Accuracy and attention to detail (E) A,I	A/I	E
21. Excellent IT skills	A/I	E

<b>Education, Qualifications and Knowledge</b>		
22. Educated to at least Level 3, including GCSE (Grades A-C) Maths and English	A/C	E
23. Advanced level of knowledge relating to Education legislation	A/I	E
24. Knowledge of local authority SEND responsibilities, procedures and legislation	A/I	E
25. Qualified Teacher Status or graduate qualification	A/C	D

<b>Other Requirements</b>		
26. Able to meet fully the requirement of the post by either the possession of a valid driving licence or access to public or other transport in line with the Disability Discrimination Act.	A	E

27. Must provide satisfactory DBS Clearance	A/I	E
28. Ability to act on initiative and organise own diary	A/I	E
29. Flexible approach to work, some work outside of normal office hours may be required	A/I	E
30. As the post holder will be working closely with schools, as far as possible leave will be expected to be taken during school holiday periods	A/I	E

### Commitment To Equal Opportunities

31. Ability to understand and demonstrate commitment to equality and diversity within the context of the relevant service.	A/I	E
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### Commitment To Service Delivery / Customer Care

32. Committed to providing an excellent customer experience and embedding customer focus in all aspects of service delivery.	A/I	E
33. Commitment to improving outcomes for children and young people.	A/I	E

### Climate and Sustainability

34. Holds a Carbon Literacy Certificate (or related qualification), or willing to undertake Carbon Literacy related training, in support of the council's climate and sustainability objectives.	A/I	E
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### Methods of Assessment Key

A Application Form	I Interview	C Certificate
T Test	P Presentation	AC Assessment Centre

### Review Arrangements

The details contained in this person specification reflect the experience, skills, abilities, qualifications etc required of the jobholder. It is acknowledged that these may change over time. Consequently, the Council may revise this person specification from time to time and will consult with the post holder at the appropriate time.

<b>Prepared / Revised By</b>	Ellen Parry
<b>Role</b>	Senior Education Improvement Manager
<b>Date</b>	February 2026