



## JOBS at BCP Council



### Person Specification

#### Criteria

Requirement	Criteria
Experience of dealing with sensitive and confidential information and in managing/resolving conflicts	Essential
Experience of working across professions and agencies to meet high standards of service delivery, meeting deadlines and using resources effectively.	Essential
Experience of successfully building good working relationships with children, young people and families in a professional context in a variety of settings.	Essential
Educated to Degree level or equivalent experience relevant to this role.	Essential
Detailed knowledge of relevant regulations, legislation and statutory guidance relating to pupils with Special Educational Needs and Disabilities	Essential
Highly- developed and effective written and oral communication skills.	Essential
High level of interpersonal skills including the ability to listen and skills to mediate in difficult situations.	Essential
An empathetic approach to parents and young people and an ability to work effectively with them while maintaining an appropriate professional 'distance'	Essential
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Ability to relate to and develop relationships with a wide range of professionals and other individuals (including vulnerable adults and young people) and organisations at a variety of levels	Essential
Ability to problem solve and create/ innovate approaches to service delivery, within a framework of statutory guidance and regulations.	Essential
DBS check / Ability to speak fluent English	Essential
Must be able to travel, using public or other forms of transport where they are viable, or by holding a valid UK driving licence with access to own or pool car.	Essential

#### SEND Case Officers

**Post Ref** REC/22/11060

**Department** BOP Hierarchy

**Division** Inclusion and Family Services

**Section** 5668

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