

## JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job title</b>	<b>Education Officer</b>
<b>Salary</b>	£54,983.41
<b>Department</b>	Education Team
<b>Reports to</b>	Deputy Head of Education
<b>Responsible for</b>	The effective delivery of the nasen Education team's offer, with a particular focus on the writing and delivery of high quality Continuing Professional Development and Learning and provision of consultancy.
<b>Role Objectives</b>	<ul style="list-style-type: none"> <li>To work as part of the Education Team to contribute to all of nasen's educational objectives.</li> <li>To develop and deliver services to support and improve the SEND workforce.</li> </ul>
<b>Responsibilities</b>	<p><b>nasen's Education Offer</b></p> <ul style="list-style-type: none"> <li>Develop educational resources for nasen members and for external clients as required, including the Department for Education, schools, Local Authorities and other organisations.</li> <li>Write blogs for 'nasen Plus' members and support the editorial process, including for articles submitted for publication in nasen Connect.</li> <li>Where appropriate, represent nasen in response to external requests from the media, individuals and other institutions.</li> <li>Provide thought leadership for nasen based on a high level of understanding of current SEND policy across the UK.</li> <li>Develop and provide guidance, resources, training and advice to improve the SEND workforce.</li> <li>Produce educational copy for nasen's sales and marketing team as required.</li> <li>Support nasen-led and nasen-commissioned research.</li> <li>To provide professional guidance via the SENCO Support Service.</li> </ul> <p><b>Provision of Professional Development</b></p> <ul style="list-style-type: none"> <li>Write training and professional development content, including practical resources and content for digital distribution via nasen Academy and other platforms.</li> <li>Write and deliver webinars/webcasts for education professionals.</li> <li>Deliver professional development and training through presentations, seminars and workshops at conferences, events and consultancy opportunities (nationally and internationally).</li> </ul> <p><b>Quality Assurance</b></p> <ul style="list-style-type: none"> <li>Provide quality assurance and review the work of nasen's education associates, colleagues and other professionals as required.</li> <li>Keep up to date with the latest research, policy and practice in the fields of inclusion, neurodiversity, SEND and education more broadly.</li> </ul>

	<p><b>Education Business Development</b></p> <ul style="list-style-type: none"> <li>• Understand and keep up to date with developments in the educational charities and broader education sectors.</li> <li>• Research and deliver intelligence that will inform new potential education projects, resources and training.</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• To undertake relevant training and development, as required.</li> <li>• To undertake other duties and responsibilities as required, appropriate to the grade of the post, as agreed with the Education Director.</li> </ul>
Privacy Notice	<a href="https://nasen.org.uk/privacy-and-legal.html">https://nasen.org.uk/privacy-and-legal.html</a>

	<b>Person Specification</b>
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>• Honours degree or equivalent in a relevant discipline.</li> <li>• Qualified Teacher Status or an alternative relevant teaching qualification.</li> <li>• Masters level qualification or equivalent CPD.</li> <li>• PhD in a relevant discipline (bonus but not essential)</li> </ul>
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Senior leadership experience, relating to SEND and inclusion, in a relevant educational setting.</li> <li>• Writing and delivery of training, professional development and presentations for education professionals.</li> <li>• Project working, strategy development and implementation.</li> <li>• Preparing and creating clear, well-reasoned, concise reports and correspondence.</li> <li>• Writing and producing educational material and resources for a range of audiences.</li> <li>• Partnership, collaborative working and relationship management.</li> </ul>
<b>Specific skills and behaviours</b>	<ul style="list-style-type: none"> <li>• In-depth understanding and appreciation of the SEND and inclusion policy landscape and markets.</li> <li>• A willingness and ability to innovate, influence and foresee future developments and to respond proactively and creatively.</li> <li>• Excellent written and verbal communication skills (for a broad range of audiences) and strong organisation skills.</li> <li>• Ability to establish personal and professional credibility with senior school-based managers, practitioners, key stakeholders, academic and teaching staff in a range of settings.</li> <li>• Knowledge of the voluntary and community sector supporting children, young people and their families.</li> <li>• Creative and logical thinking.</li> <li>• Good interpersonal skills with the ability and willingness to work both individually and as part of a team.</li> </ul>

	<ul style="list-style-type: none"><li>• Ability to manage demanding situations, prioritising and planning workloads effectively, managing several projects simultaneously.</li><li>• Excellent IT skills, with good knowledge of Microsoft packages, databases and the internet.</li><li>• Ability to work unsupervised using own initiative in a logical, systematic and organised manner.</li><li>• This role requires some travel within the UK during the week and occasionally at weekends. There is also the potential for some international travel.</li><li>• The post-holder will need to adopt a flexible approach to support nasen's work.</li></ul>
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