



Person Specification			
Post title	SEND Case Worker	Grade / Salary	Pay Band K / £37,336 to £39,186 per annum

***** This post is exempt from the provisions of the Rehabilitation of Offenders Act – applicants must disclose all criminal convictions including those which are ‘spent’, in addition to any cautions and bindover orders received in the last 12 months *****

To be successful in this role you will need to demonstrate how you meet the criteria below at application & interview stage.

Shortlisting Number	Criteria	Method of assessment
Skills, knowledge, experience		
S1	Experience of working with children and young people and families	CV & I
S2	Minimum of 2 years' experience in SEND in either in Education, Social Care or Health	CV
S3	Experience of multi-agency working	CV & I
S4	Experience of working with parents and families	CV & I
S5	Thorough knowledge of the services and agencies which might be involved in EHC assessments and EHC Plan delivery	CV & I
S6	Knowledge of the Children and Families legislation including the SEND Code of Practice	CV & I
S7	Knowledge of the Equality Act and other relevant legislation particularly in relation to children and young people with disabilities	CV & I
S8	Understanding and commitment to person centred approaches and personalisation	CV & I
S9	Good level oral communication skills including the ability to communicate effectively in a variety of situations	CV & I
S10	Excellent written communications skills, including ability to draft clear and concise plans	CV & I
S11	Excellent negotiation skills, ability to manage oral and written negotiations sensitively, appropriately and successfully	CV & I

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S12	Good interpersonal skills, able to relate and communicate effectively to parents, professionals and colleagues	CV & I
S13	Ability to draft reports for a range of purposes.	CV & I
S14	Ability to work independently and on own initiative, requiring minimal supervision	CV & I
S15	Ability to manage a complex caseload	CV & I
S16	Well organised and methodical	CV
S17	Ability to work under pressure, managing conflicting priorities with tight timescales and speedily making decisions on complex and challenging cases.	CV & I
S18	High level of personal resilience	CV
S19	Ability to use a full range of IT systems such as Excel, Word, Outlook, Liquid Logic.	CV
Personal attributes and circumstances		
P1	You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability, Communication and Respect	I
P2	A demonstrable willingness to share information and work with other people.	CV & I
Communication		
C1	A demonstrable willingness to share information and work with other people, including the ability to listen, communicate with and understand others, taking account of other people’s points of view.	CV
Qualifications		
Q1	Recognised qualification in Special Educational Needs/Education/Health or Social Care or equivalent experience	CV & C
Q2	Good education to A level or equivalent	CV & C
Q3	Evidence of continuous professional development	CV & C

A = Application form **CV** = Curriculum Vitae **C** = Certificate **E** = Exercise **I** = Interview **P** = Presentation **AC** = Assessment Centre **T** = Test

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Where the post involves working with children, in addition to a candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- **Motivation to work with children and young people.**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people.**
- **Emotional resilience in working with challenging behaviours.**
- **Attitudes to use of authority and maintaining discipline**

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.

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