



| Person Specification |                  |       |                                  |
|----------------------|------------------|-------|----------------------------------|
| Post title           | SEND Case Worker | Grade | Pay Band K<br>£37,336 to £39,186 |

\* \* \* 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 |
|--------------------------------------|---|----------------------|
| <b>Skills, knowledge, experience</b> |   |                      |
| S1                                   | Experience of working with children and young people and families   | CV/SS, I             |
| S2                                   | Experience in SEND in either Education, Social Care or Health   | CV/SS, I             |
| S3                                   | Experience of multi-agency working  | CV/SS, I             |
| S4                                   | Experience of working with parents and families   | CV/SS, I             |
| S5                                   | Thorough knowledge of the services and agencies which might be involved in EHC assessments and EHC Plan delivery                                      | CV/SS, I             |
| S6                                   | Knowledge of the Children and Families legislation including the SEND Code of Practice  | CV/SS, I             |
| S7                                   | Knowledge of the Equality Act and other relevant legislation particularly in relation to children and young people with disabilities                  | CV/SS, I             |
| S8                                   | Excellent written communications skills, including ability to draft clear and concise plans   | CV/SS, I             |
| S9                                   | Good level oral communication skills including the ability to communicate effectively in a variety of situations                                      | CV/SS, I             |
| S10                                  | Ability to manage a complex caseload  | CV/SS, I             |
| S11                                  | Ability to work under pressure, managing conflicting priorities with tight timescales and speedily making decisions on complex and challenging cases. | CV/SS, I             |
| S12                                  | Ability to use a full range of IT systems such as Excel, Word, Outlook, Liquid Logic.   | CV/SS, I             |

June 2024





|  |   |          |
|--|---|----------|
| S13  | Good interpersonal skills, able to relate and communicate effectively to parents, professionals and colleagues  | CV/SS, I |
| <b>Personal attributes and circumstances</b> |   |          |
| P1   | You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability, Communication and Respect   | I        |
| <b>Communication</b>                         |   |          |
| 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/SS, I |
| <b>Qualifications</b>                        |   |          |
| Q1   | Recognised qualification in Special Educational Needs/Education/Health or Social Care or equivalent experience  | CV/SS, C |

**CV/SS** = Curriculum Vitae/Supporting Statement **A** = Application Form **C** = Certificate **E** = Exercise **I** = Interview  
**P** = Presentation **AC** = Assessment Centre **T** = Test

**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.

June 2024

