



Person Specification			
Post title	SEND Improvement Officer x 2	Grade	Teachers Main Pay Scale M1 to M6 plus SEND allowance

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	Proven ability to manage time and resources effectively, demonstrating initiative and adaptability within a fluid and changing working environment managing a small team.	CV/SS, I
S2	Ability to use effective assessment and record keeping to monitor progress, set meaningful targets, and evaluate impact on both academic and social development.	CV/SS, I
S3	Understanding of and commitment to person centred approaches and personalisation, using a holistic approach to support children and young people.	CV/SS, I
S4	Ability to manage a complex caseload, work under pressure, managing conflicting priorities with tight timescales and speedily making decisions on complex and challenging cases.	CV/SS, I
S5	Secure knowledge of SEND and SEND Legislation.	CV/SS, I
S6	Knowledge and successful application of evidence-based strategies and interventions for pupils with SEND including TEACCH, visual supports, and structured teaching methods across a range of age groups.	CV/SS, I
S7	Willingness to reflect on and develop professional practice to ensure the highest quality provision for pupils with SEND and associated needs.	CV/SS, I
S8	Evidence of recent leadership experience within a school or educational setting, including	CV/SS, I

May 2025





	experience with pupils with SEND.	
S9	Experience of working with external professionals and the ability to work collaboratively with families and multi-disciplinary teams to support pupil outcomes.	CV/SS, I
S10	To be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and Working Together in relation to child protection and safeguarding children, young people and vulnerable adults	
Personal attributes and circumstances		
P1	You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability, Communication and Respect	I
P2	Ability to support colleagues and engage in joint problem solving	CV/SS, I
P3	Outstanding organisational skills: ability to plan ahead, make priorities, manage workload, allocate time and cope with stress	CV/SS, I
P4	Ability to work well with children and young people and adults	CV/SS, I
P5	Hold a full driving licence with the ability to travel between settings within the Borough and use of a car for work	CV/SS, I
Communication		
CI	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 and have excellent written and oral communication skills.	CV/SS, I
Qualifications		
Q1	Degree Level Qualification with Qualified Teacher Status (QTS)	CV/SS, C

May 2025





--	--	--

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.

May 2025

