



Person Specification

Post title	Senior SEND Case Worker	Grade	Pay Band N / £45,718 - £46,731 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	Evidence of continuing professional development in a Children’s Services Related Area.	CV/SS, I
S2	Recent experience (within the last two years) of working within an educational/ health/social care environment	CV/SS, I
S3	Extensive experience of casework, including supporting families and legal challenge	CV/SS, I
S4	Working experience and in-depth knowledge of all aspects of the Children and Families Act 2014 and all associated legislation including SENDIST regulations	CV/SS, I
S5	Extensive experience in the use of all aspects of IT including Microsoft Office Suite, including the ability to create complex spreadsheets and presentations using power point.	CV/SS, I
S6	Experience of working with multi-agency partners.	CV/SS, I
S7	Sophisticated IT skills in order to manage data, analyse and present information.	CV/SS, I
S8	Ability to work using own initiative.	CV/SS, I
S9	Ability to work to tight timescales and deadlines.	CV/SS, I
S10	Ability to develop a team and provide advice and support to colleagues.	CV/SS, I
S11	Mediation and negotiation skills.	CV/SS, I
S12	An ability to work under pressure and deliver agreed priorities.	CV/SS, I
Personal attributes and circumstances		

May 2025





P1	You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability, Communication and Respect	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/SS, I
Qualifications		
Q1	Educated to degree level or equivalent	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.

May 2025

