



Person Specification			
Post title	SEND Case Work Assistant	Grade	Grade G / £32,061 to £33,699

* * * 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/SS, I
S2	Knowledge of the Children and Families legislation including the SEND Code of Practice	CV/SS, I
S3	Knowledge of the Equality Act and other relevant legislation particularly in relation to children and young people with disabilities	CV/SS, I
S4	Understanding and commitment to person centred approaches and personalisation	CV/SS, I
S5	Good level oral communication skills including the ability to communicate effectively in a variety of situations	CV/SS, I
S6	Good interpersonal skills, able to relate and communicate effectively to parents, professionals and colleagues	CV/SS, I
S7	Ability to draft reports for a range of purposes	CV/SS, I
S8	Ability to work independently and on own initiative, requiring minimal supervision	CV/SS, I
S9	Well organised and methodical	CV/SS, I
S10	Ability to work under pressure, managing conflicting priorities with tight timescales and speedily making decisions on complex and challenging cases	CV/SS, I
S11	High level or personal resilience	CV/SS, I
S12	Ability to use a full range of IT systems such as Excel, Work, Outlook, Liquid Logic	CV/SS, I
Personal attributes and circumstances		

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P1	You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability, Communication and Respect	I
P2	Demonstrate an ability to communicate in an open and honest manner	I
P3	Demonstrate a commitment to improving services	I
P4	Demonstrate a commitment to continuous learning and development	I
P5	Demonstrate a commitment to working as part of a team in a flexible and responsible manner	I
Communication		
C1	The ability to speak fluent English	I
C2	A demonstratable 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 point of view	CV/SS, I
Qualifications		
Q1	Good education to A level or equivalent	CV/SS, C
Q2	Evidence of continuous professional development	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**

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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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