



Person specification			
Post title	SEND Children, Young People and Families Consultation and Engagement Officer	Grade	Pay Band K
Service Area	Education – SEND & Inclusion	Section/team	Inclusion

***** 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 *****

This post requires an enhanced DBS

Shortlisting Number	Criteria	Essential\Desirable	Method of assessment
Skills, knowledge, experience			
S1	Minimum of 2 years’ experience of working with children, young people and families with SEND in either Education, Social Care or Health.	Essential	A I
S2	Experience of multi-agency working.	Essential	A I
S3	Thorough knowledge of the services and agencies which might be involved in EHC assessments and EHC Plan delivery.	Essential	A I
S4	Knowledge of the Children and Families legislation including the SEND Code of Practice	Essential	A I
S5	Knowledge of the Equality Act and other relevant legislation particularly in relation to children and young people with disabilities and carers.	Essential	A I
S6	Understanding and commitment to person centred approaches and personalisation	Essential	A I
S7	Ability to work independently and on own initiative, requiring minimal supervision	Essential	A I
S8	Ability to work under pressure, managing conflicting priorities with tight timescales and speedily making decisions on complex and challenging	Essential	A I

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	situations		
S9	Good understanding of tools, techniques and best practice to enhance community engagement and empowerment	Essential	A I
S10	Good understanding of the use of social media	Essential	A I
S11	Good understanding of consultation on best practice	Essential	A I
S12	Ability to manage a complex caseload	Essential	A I
Personal attributes and circumstances			
P1	Integrity - ability to be open and honest, to maintain high standards of personal behaviour and display strong moral principles	Essential	I
P2	Accountability - willingness to take personal responsibility for your actions and decisions, and to understand the consequences of your behaviour	Essential	I
P3	A demonstrable willingness to share information and work with other people.	Essential	I
P4	Respect - a strong desire to treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can	Essential	I
P5	Willingness to undertake further training / professional development as required	Essential	A I
P6	Hold a full driving licence with the ability to travel between setting within the borough and use of a car for work	Essential	A I C
Communication			
C1	Ability to contribute both verbally and in written form to planning, report writing, implementation of programmes and feedback as required	Essential	A I
C2	Excellent negotiation skills, ability to manage oral and written negotiations sensitively, appropriately and successfully	Essential	A I
C3	Have proficiency in use of general ICT particularly WORD/EXCEL and Powerpoint programmes	Essential	A I
Qualifications			
Q1	Recognised qualification in Special Educational Needs/Education/Health or Social Care or equivalent experience	Essential	A C

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Q2	Evidence of continuous professional development	Essential	A
Q3	Good education to A level or equivalent	Essential	A C
Health and safety			
H1	Ability to use equipment as instructed and trained Ability to inform management of any health and safety issues which could place individuals in danger	Essential	I

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

Date	Approved by authorised manager	Designation

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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