



Person specification			
Post title	SEND Care Advice Co-ordinator	Pay Band	H
Service Area	Children's Services	Section/team	Early Help and Prevention/SEND

***** 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 *****

Shortlisting Number	Criteria	Essential\Desirable	Method of assessment
Skills, knowledge, experience			
S1	Ability to embrace the values of KMBC.	E	A
S2	Minimum of 2 years, recent experience of working directly with families with multiple needs with children with disabilities.	E	A/I
S3	Ability to work in partnership with partner agencies, families and communities.	E	A/I
S4	Ability to keep appropriate records on the relevant electronic system and produce high quality reports.	D	A/I
S5	Knowledge of the SEND code of practice and how this shapes service delivery.	D	A/I
S6	Understanding of the application of threshold of need for children in Knowsley	E	A/I
S7	To have an assertive and pro-active approach to partnership working with statutory and voluntary services to ensure positive engagement with families	E	A/I
S8	Demonstrate an understanding of, acceptance and commitment to the principles underlying equal opportunities.	E	A/I

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S9	Demonstrable commitment to safeguarding the welfare and safety of children and young people at all times.	E	A/I
S10	Ability to prioritise work under pressure and to be self-motivating.	E	A/I
S11	Understanding and knowledge issues relating to disability and the support families require.	E	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	E	A/I
P2	Accountability - willingness to take personal responsibility for your actions and decisions, and to understand the consequences of your behaviour	E	A/I
P3	A demonstrable willingness to share information and work with other people.	E	A/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	E	A/I
P5	A flexible approach to working including ability to work core hours 8am-10pm Monday- Saturday for which appropriate time off in lieu (TOIL) can be accrued (and be flexible about work outside these hours depending upon service activity).	E	A/I
Communication			
C1	Excellent interpersonal and communication skills	E	A/I
C2	Good time management	E	A/I
C3	Ability to communicate effectively with a wide range of professionals and members of the public.	E	A/I
Qualifications			
Q1	Minimum NVQ level 3 or equivalent in a related field (e.g. Health and Social Care) or equivalent experience	E	A/C
Q2	A commitment to ongoing professional development	E	A/I
Health and safety			

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H1	Ability to ensure suitable and sufficient risk assessments are carried out taking into account employees' capabilities	D	A/I
H2	Ability to use equipment as instructed and trained Ability to inform management of any health and safety issues which could place individuals in danger	D	A/I

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

Date	Approved by authorised manager	Designation
31.08.21	Joanne Parry	Head of Service

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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