



Person Specification			
Post title	SEND Placement Assistant	Grade	Pay Band G / £33,119 - £34,811 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	Experience and understanding of the needs of children with special educational needs and/or disabilities, looked after children, appropriate care and education provision	CV/SS/I
S2	High level of negotiating and strong interpersonal and communication skills	CV/SS/I
S3	Knowledge and ability to manage a matching process with SEND Case Workers, Social Workers and care and education providers to meet the needs of children and young people	CV/SS/I
S4	Experience and understanding of contractual agreements with providers and liaising with procurement and Legal services	CV/SS/I
S5	A good working knowledge and understanding of relevant legislation, best practice guidance and key national policy drivers in SEND Education and social care	CV/SS/I
S6	A good understanding of the external market and the importance of the market oversight and quality assurance function	CV/SS/I
S7	A good understanding of Safeguarding policies and procedures and the protection of children and young people at risk	CV/SS/I
S8	Experience in the use of all Microsoft Office software including Word, Excel, PowerPoint and Outlook, ability to use internal IT systems	CV/SS/I/T
Personal attributes and circumstances		
P1	You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability,	I

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	Communication and Respect	
P2	A demonstrable willingness to share information and work with other people as part of a team.	CV/SS/I
P3	Motivated, and able to work on own initiative and plan and organise own workload	I
P4	Ability to multitask, working on a variety of projects and delivering outcomes in agreed timescales	I
P5	Excellent interpersonal skills with an ability to develop trusting relationships, with both service providers and key stakeholders and people who use the services	CV/SS/I
P6	Ability to be flexible and adaptable to changing demands to meet the needs of the service	CV/SS/I
P7	Ability and willingness to travel inside and outside the borough when required	CV/SS/I
P8	Ability to ensure compliance with regulatory and contractual requirements relating to quality standards, systems and processes and ensuring that	CV/SS/I
P9	Ability to comply with the Councils contracts and financial procedures	CV/SS/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.	I
Qualifications		
Q1	A relevant professional or academic qualification to NVQ4 or equivalent level of proven experience relevant to the requirements of the post	CV/SS/I

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.**

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- **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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