



Person Specification			
<b>Post title</b>	SEND Team Manager	<b>Grade</b>	Q / £51,802 - £52,805 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 bind over 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
<b>Skills, knowledge, experience</b>		
S1	Experience of working with children and young people and families	CV/SS, I
S2	Minimum of 2 years’ experience in SEND in either in Education, Social Care or Health	CV/SS, I
S3	Experience of multi-agency working including families	CV/SS, I
S4	Thorough knowledge of the services and agencies involved in EHC assessments and EHC Plan delivery	CV/SS, I
S5	Knowledge of the Children and Families legislation including the SEND Code of Practice	CV/SS, I
S6	Knowledge of the Equality Act and other relevant legislation particularly in relation to children and young people with disabilities	CV/SS, I
S7	Understanding and commitment to person centred approaches and personalisation	CV/SS, I
S8	Good communication skills including the ability to communicate effectively in a variety of Situations and to resolve conflict	CV/SS, I
S9	Excellent written communication skills, including ability to draft clear and concise plans	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 of personal resilience	CV/SS, I
S12	Ability to use a full range of IT systems such as Excel, Word, Outlook, Liquid Logic.	CV/SS, I

May 2025





<b>Personal attributes and circumstances</b>		
P1	You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability, Communication and Respect	I
<b>Communication</b>		
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
<b>Qualifications</b>		
Q1	Educated to or be working towards a degree level qualification in education 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

