**PERSON SPECIFICATION - PARTICIPATION WORKER - INFORMATION, ADVICE AND SUPPORT SERVICES (ADDITIONAL SUPPORT TO CHILDREN & YOUNG PEOPLE WITH SEND) POST REF: SR-107458**

**Hartlepool Borough Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.**

**This post is subject to an enhanced safer recruitment measures, including an enhanced Disclosure and Barring check via the Disclosure and Barring Service.**

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| **REQUIREMENTS** | **ESSENTIAL CRITERIA**  Please indicate in brackets after each criteria how this will be verified,  ie (F), (I), (T) | **DESIRABLE CRITERIA**  Please indicate in brackets after each criteria how this will be verified, ie (F), (I), (T) |
| - **Educational/vocational/ occupational qualifications and/or training**  - **Specific qualifications (or equivalents)** | NVQ Level 3 or similar/equivalent in discipline relevant to children’s wellbeing (F,C) | Good standard of Secondary Education (F,C)  Evidence of further professional development and training relevant to the job role (F) |
| - **Work or other relevant experience** | Demonstrate practical examples of positive work with children and young people (F) (I) (P)  Experience of individual work or engagement with children and young people with Special Educational Needs and/or Disability 0 – 25 years, including their families (F) (I)  Demonstrate experience of working with a wide range of partners (F) (I) | Experience of working in a person-centered way with children, young people and their families (F) (I)  Experience of working with children, young people and their families in the EHCP assessment process and Annual review of EHCP (F) (I)  Experience of working in partnership with other agencies in order to improve outcomes for children and young people (F) (I) |
| **ESSENTIAL/DESIRABLE CRITERIA WILL VERIFIED BY:- F = FORM I = INTERVIEW P = PRESENTATION R = REFERENCES** | | | |

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| **- Skills, abilities, knowledge and competencies** | Evidence of effective communication skills, (verbally and in written form, as well as the ability to present information to a wide audience including children and young people, parents, colleagues, members of the public and other agencies) (I) (R) (P)  Knowledge of relevant legislation and guidance in respect of the SEND Reform Children and Families Act 2014, the current SEND Code of Practice, and Equality Act 2010 and The local authority’s SEND Policy (I) (F) (P)  Computer literate with knowledge and ability to maintain management information systems. Confidence to present information on various packages, including PowerPoint (F) (I)  Evidence of being able to work in complex and conflicting situations and develop creative solutions (F) (I)  Ability to engage with young people in decision -making processes that affect their lives (I) (P)  Ability to maintain electronic/manual records accurately and concisely (F) (I)  Ability to plan and organise own workload and work under pressure and meet deadlines (F) (I)  Ability to demonstrate sensitivity, tact and confidentiality in dealing with children, young people and their parents (F) (I)  Ability to maintain client confidentiality in line with GDPR and child/adult safeguarding legislation (F) (I)  Ability to demonstrate impartiality when working across Education, Health and Care when supporting families (F) (I) | Report writing skills (F) (I)  Have an understanding of the minimum quality standards for providing impartial information, advice and support (F) (I) |
| - **General competencies** | Ability to work on own initiative as well as part of a team (I) (R)  Maintains a professional approach in all circumstances (I)  Committed to continuous improvement and development of self and service to undertake the role effectively (I) (F)  Ability to work flexibly to meet the occasional requirements to work outside normal working hours (F)  Commitment to equal opportunities and ability to promote anti-discriminatory practice (F) (I)  Ability to travel independently across and outside of the Borough (F)  Comply with Council’s Policies and Procedures (I) |  |
| **ESSENTIAL/DESIRABLE CRITERIA WILL VERIFIED BY:- F = FORM I = INTERVIEW P = PRESENTATION R = REFERENCES** | | |
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Please note all appointments within Hartlepool Borough Council are subject to a declaration of medical fitness by the Council’s Occupational Health Service (having made reasonable adjustments in line with the Equality Act (2010) where necessary.