



South Tyneside Council

CHILDREN, ADULTS AND HEALTH

PERSON SPECIFICATION

POST TITLE: Participation and Engagement Officer (SEND)

GRADE: Band 6

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Educational Attainment	<ul style="list-style-type: none"> Qualification to NVQ Level 4 or equivalent in working with children, young people and families. e.g. social work, play work, youth and community, health and or education 	<ul style="list-style-type: none"> Social Work Qualification or equivalent Other relevant accredited training 	<ul style="list-style-type: none"> Application form Certificates
Work Experience	<ul style="list-style-type: none"> Relevant experience of working with parents and carers in a range of settings Experience of delivering events and activities that demonstrate change resulting from parents and carers views Experience of planning and leading work to achieve medium-term outcomes Recording/report writing 	<ul style="list-style-type: none"> Experience of managing a budget Experience of working with families in a support role 	<ul style="list-style-type: none"> Application form Interview Presentation References
Knowledge/ Skills/ Aptitudes	<ul style="list-style-type: none"> Good working knowledge of the SEND Code of Practice (2015) Ability to creatively engage parents and carers in activities and events Ability to place the child at the centre of all practice and decision making Good understanding of a children's rights perspective Knowledge of child protection policies and procedures Ability to work collaboratively to promote parents and carers participation 	<ul style="list-style-type: none"> Monitoring and evaluation skills Knowledge of creative & digital media Good understanding of the legislation and policies regarding children and young people Good working knowledge of the range of services available for children and young people with SEND 	<ul style="list-style-type: none"> Interview Presentation References

	<ul style="list-style-type: none"> • Ability to use initiative and seek support as required • Good computer and ICT skills with an ability to be creative • Ability to work individually and as part of a team • The effective use and involvement in supervision • Able to relate the child's journey to the wider picture 		
Disposition	<ul style="list-style-type: none"> • A genuine 'feel' for the needs of children and young people with SEND • Ability to work with others to promote behaviours and standards of practice that respect the rights of others, take into account their needs and are not discriminatory • Calm, considered, reflective and decisive • Transparent and accountable • Open to innovation and new ways of thinking • Provides a positive outlook and is a positive example to others • Resilience and the capacity to manage a reasonable workload • An aptitude that allows the officer to feel comfortable working within the council structure 	<ul style="list-style-type: none"> • The capacity, if necessary, to challenge structures that may disadvantage children and young people but without creating barriers and obstacles to positive change 	<ul style="list-style-type: none"> • Interview • Presentation • Reference
Circumstances	<ul style="list-style-type: none"> • Full current driving licence and access to a means of mobility support • Able to work flexible hours, evenings, weekends as required • Enhanced clearance from the Disclosure and Barring Service 		<ul style="list-style-type: none"> • Interview • DBS check