

**Rochdale Borough Council
Person Specification**

Service :	Children's Service	Post:	EHC Assistant Assessment & Review Officer
Section :	EHC Assessment & Review	Post Number :	
Job Ref:		Grade:	6

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
(a) Special Working Conditions		
1 Are you willing to work flexible hours including occasional evenings and weekends when required?	E	AF
2 Are you able to travel within Rochdale, the North West and nationally if required?	E	AF
(b) Qualifications and Experience		
1 Do you have a professional qualification within education, health or social care which is equivalent to NVQ Level 3 or a willingness to obtain a qualification at this level?	E	AF & check qualification at interview
2 Do you have experience of working with a diverse range of children and young people with SEN and/or disabilities and their parents/carers?	E	AF/I
3 Are you educated to GCSE level or equivalent in maths and English?	E	AF & check qualification at interview
4 Please give details of your proven and relevant experience of multi-agency working	E	AF/I
5 What experience or knowledge of person centred planning and review approaches do you have?	E	AF/I
6 Tell us about your experience of working under pressure and making sound decisions?	E	AF/I
7 Demonstrate your evidence of continued professional development	E	AF
(c) Skills and Knowledge		
1 What knowledge of legislation relating to children and young people with SEN and Disabilities. This includes the Education Act 1996, Children and Families Act 2014, SEND Code of Practice and the Equality Act 2010 do you have?	E	AF/I
2 Tell us about your ability to deal with difficult and challenging situations with tact and sensitivity.	E	AF/I
3 Ability to prioritise work and meet statutory timescales in a calm manner.	E	I
4 Please give details of your knowledge of the education system including nurseries, schools and post-16 providers.	E	AF/I
5 Tell us about your excellent communication skills both in writing and orally with a range of audiences.	E	AF/Assessment

6	Ability to work as part of a team, to collaborate with other team members and support the overall work of a team.	E	I
7	Ability to manage and problem solve difficult and complex situations within the constraints of available resources to arrive at an agreed outcome with support from more senior members of staff where appropriate.	E	I
(d) Behaviours and Values			
1	Approach the job at all times using the values set out below: • Proud of the difference we make • Passionate about the diversities of the Borough • Pioneering and Open in our Approach Please confirm you are willing to adhere to these values and behaviours.	E	AF/I