



## Person Specification

### Note To Applicants

The points that are marked 'E' are the essential requirements. You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

The points that are marked 'D' are the desirable requirements that enhance a person's capacity to do the job.

|                    |                                  |
|--------------------|----------------------------------|
| <b>Job Title</b>   | Early Years SEND Outreach Worker |
| <b>Grade</b>       | 6                                |
| <b>Directorate</b> | People                           |
| <b>Service</b>     | Early Help                       |

### Criteria

| <b>Experience</b>                                                                                                                   |     |   |
|-------------------------------------------------------------------------------------------------------------------------------------|-----|---|
| <b>1.</b> Significant recent experience of direct work with children who have complex learning and medical needs                    | A/I | E |
| <b>2.</b> Experience of implementing strategies in early years settings to support positive behaviour                               | A/I | E |
| <b>3.</b> Experience of working with children and young people with SEND in an early years environment                              | A/I | E |
| <b>4.</b> Experience of planning, monitoring and evaluating the delivery of the Early Years Foundation Stage                        | A/I | E |
| <b>5.</b> Experience of working as part of a multi-agency team                                                                      | A/I | E |
| <b>6.</b> Experience of Quality Assurance schemes, Ofsted standards, plus contributing to service plans and self-evaluation formats | A/I | E |
| <b>7.</b> Experience of communications with parents, community groups and other agencies                                            | A/I | E |

| <b>Skills and Abilities</b>                                                                                                                                                                                                   |     |   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---|
| 1. Ability to engage, demonstrate duties, practices, advice and guide and consult with service users, parents, employees, students, trainees and equivalent                                                                   | A/I | E |
| 2. Build relationships and communicate effectively with a range of professionals and parents                                                                                                                                  | A/I | E |
| 3. Highly developed interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships with different agencies and professionals                                                        | A/I | E |
| 4. Ability to demonstrate professionalism when dealing with significant subject matter that may cause distress due to the nature and/or the circumstances of the families or educational, physical, mental needs of the child | A/I | E |
| 5. Ability to work to own initiative, meeting deadlines and prioritising workload                                                                                                                                             | A/I | E |
| 6. Good administrative and organisational skills                                                                                                                                                                              | A/I | E |
| 7. Skills in using information and communication technology as a means of communication                                                                                                                                       | A/I | E |
| 8. Ability to maintain records, document accurately and produce timely reports to a high standard                                                                                                                             | A/I | E |
| 9. Excellent written and verbal communication skills                                                                                                                                                                          | A/I | E |
| 10. Ability to deal with confidential material                                                                                                                                                                                | A/I | E |

| <b>Education, Qualifications and Knowledge</b>                                                                                       |     |   |
|--------------------------------------------------------------------------------------------------------------------------------------|-----|---|
| 1. Level 2 (or equivalent) numeracy and literacy                                                                                     | A/I | E |
| 2. Level 4/5 qualification in the field of Childhood Studies/Childcare and Education                                                 | A/I | E |
| 3. Early Years Professional Status                                                                                                   | A/I | D |
| 4. Qualified Teacher Status                                                                                                          | A/I | D |
| 5. Evidence of on-going professional development in SEND                                                                             | A/I | E |
| 6. Knowledge of EYFS Statutory Framework                                                                                             | A/I | E |
| 7. Knowledge of SEND Code of Practice and the duties placed on early years settings                                                  | A/I | E |
| 8. Knowledge of current legislation with regards to statutory/non statutory requirements within Children and Young People's Services | A/I | E |
| 9. Knowledge of best practice in respect of quality early years and childcare provision for children aged 0-16                       | A/I | E |

|                                                                                                                   |     |   |
|-------------------------------------------------------------------------------------------------------------------|-----|---|
| <b>10. Knowledge of health and safety issues and legislation and a working knowledge of safeguarding practice</b> | A/I | E |
|-------------------------------------------------------------------------------------------------------------------|-----|---|

| <b>Other requirements</b>                                                                                                                   |     |   |
|---------------------------------------------------------------------------------------------------------------------------------------------|-----|---|
| Flexible working patterns with occasional evening and weekend work required                                                                 | A/I | E |
| Ability to work as a member of a team, demonstrate leadership skills and accept guidance from other staff members                           | A/I | E |
| Flexible approach to work with an ability to respond to varied requirements, prioritise accordingly and work effectively to tight deadlines | A/I | E |
| Able to organise oneself and act on own initiative                                                                                          | A/I | E |
| The post holder will be required to apply for and obtain an Enhanced DBS disclosure                                                         | A/I | E |

| <b>Commitment To Equal Opportunities</b>                                                                               |     |   |
|------------------------------------------------------------------------------------------------------------------------|-----|---|
| Ability to understand and demonstrate commitment to equality and diversity within the context of the relevant service. | A/I | E |

| <b>Commitment To Service Delivery / Customer Care</b>                                                                    |     |   |
|--------------------------------------------------------------------------------------------------------------------------|-----|---|
| Committed to providing an excellent customer experience and embedding customer focus in all aspects of service delivery. | A/I | E |

| <b>Climate and Sustainability</b>                                                                                                                                                            |     |   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---|
| Holds a Carbon Literacy Certificate (or related qualification), or willing to undertake Carbon Literacy related training, in support of the council's climate and sustainability objectives. | A/I | E |

| <b>Methods of Assessment Key</b> |                |                      |
|----------------------------------|----------------|----------------------|
| A Application Form               | I Interview    | C Certificate        |
| T Test                           | P Presentation | AC Assessment Centre |

| <b>Review Arrangements</b>                                                                                                                                                                                                                                                                                                                      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| The details contained in this person specification reflect the experience, skills, abilities, qualifications etc required of the jobholder. It is acknowledged that these may change over time. Consequently, the Council may revise this person specification from time to time and will consult with the post holder at the appropriate time. |

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|------------------------------|--------------------|
| <b>Prepared / Revised By</b> | Louisa Archer-Hill |
| <b>Role</b>                  | Early Years Lead   |
| <b>Date</b>                  | August 2025        |