



Person Specification

JOB TITLE:	Early Years SEN Specialist /Portage Home Visitor	POST NO:	
GRADE:	7	DEPARTMENT:	Education and Resources
HOURS	37.5		
DIVISION:	SEN and Inclusion/Portage Service	DIRECTOR:	
DATE:		COMPLETED BY:	

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<p><u>Essential</u></p> <ul style="list-style-type: none"> • Knowledge of child development and behaviour management • Current developments in childcare and education • Safeguarding procedures 	<p><u>Desirable</u></p> <ul style="list-style-type: none"> • Disability and the effect of this both on a child's development and on family life • Knowledge of counselling skills
SKILLS & ABILITIES	<ul style="list-style-type: none"> • Good organisational skills • Excellent interpersonal skills including dealing with confidential matters • Ability to form close working relationships with children and families • Ability to work within a Team and as an individual • Ability to demonstrate assessment skills 	
EXPERIENCE	<ul style="list-style-type: none"> • Experience in home visiting • Experience of working with families with children with Complex needs and disabilities • Experience of working closely with professionals and relevant agencies • Experience of working with families from different cultures • Experience of working with hard to reach groups • Experience in planning specific target setting for children 	<ul style="list-style-type: none"> • Participation in the delivery of training
QUALIFICATIONS	<ul style="list-style-type: none"> • CACHE Level 3 Diploma in Childcare or equivalent <p>Full driving licence (A & I) - reasonable adjustments will be considered upon request</p>	<ul style="list-style-type: none"> • Portage Basic Training Workshop

PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none"> • Ability to develop relationships with colleagues from a range of agencies, as well as with children and families • Car driver with access to a vehicle, who can be flexible in their working practice and is prepared to travel around the City to a range of settings, i.e. homes and meetings in many forums • To be self motivated and able to work independently • A non-judgemental attitude, warmth, compassion, good humour, perseverance and good health 	
EQUALITY	<ul style="list-style-type: none"> • Candidates must demonstrate an understanding of, acceptance and commitment to the principles underlying equal opportunities. (A & I) 	
CUSTOMER CARE	<ul style="list-style-type: none"> • Knowledge and understanding of effective customer care (A & I) 	

*[At the end of each criteria the following codes are used to indicate how the criteria will be assessed:
(AI) Application / Interview, (P) Presentation, (W) Written Test.]*