

SPECIALIST EDUCATION SERVICES

Personnel Specification in Relation to the Head of Care Role

CANDIDATE INFORMATION

Personnel Specification		Essential (E) Desirable (D)	Evidence may be available from:		
			Applic. Form	Interview	References
Appearance/Demeanour					
1.1	Clean and neat appearance.	E		✓	
1.2	Confident bearing.	E		✓	
1.3	Ability to create a good impression with children, professional colleagues and parents.	E		✓	✓
1.4	Clear well-articulated voice with appropriate volume and pace.	E		✓	
1.5	Displays appropriate interpersonal skills in interaction with others.	E		✓	✓
Education, Qualifications and Training					
2.1	English Language or Literacy Qualification at Level 1	E	✓		
2.2	NVQL3 in Care	E	✓		
2.3	Started or completed NVQ4, or willing to commence NVQ4 on appointment	E	✓	✓	
2.4	Professional development undertaken to maintain up to date knowledge in selected field.	E	✓	✓	✓
2.5	5 GCSE's A* to G including English and Maths	D	✓		
2.6	Evidence of higher qualification in subject area related to professional role or other management qualification	D	✓		
Experience/Skills					
3.1	An understanding of the management aspects of a senior role in a children's home setting.	E	✓	✓	✓
3.2	Successful experience with children displaying social, emotional and behavioural problems.	E	✓	✓	✓

3.3	Good communication skills both written and oral.	E	✓	✓	
3.4	Experience of leading multi-disciplinary teams in a residential setting.	E	✓	✓	✓
3.5	Evidence of the ability to keep and maintain good records and to work both individually and collaboratively.	E	✓	✓	✓
3.6	An awareness of the requirements of working in a residential care setting that is the child's home.	E	✓	✓	✓
3.7	Experience of contributing to and participating in multi-disciplinary case reviews.	E	✓	✓	✓
3.8	Evidence of sound personal organisation skills.	E		✓	✓
3.9	Experience of dealing directly with parents/carers	E	✓		✓
3.10	An understanding of the professional childcare role.	E	✓	✓	
3.11	Experience in more than one professional discipline	D	✓	✓	✓
3.12	Evidence of suitable leisure time pursuits relevant to the children's needs.	D	✓	✓	
3.13	Evidence of leading or contributing to staff development or training programmes.	D	✓	✓	✓
3.14	Evidence of the ability to arrive at decisions and reflect on their outcomes.	D		✓	✓
3.15	Experience of working in more than one establishment or setting.	D	✓	✓	✓
3.16	Evidence of administrative competence and skills in staff management, liaison and consultation.	D		✓	✓
3.17	Evidence of computer literacy, keyboard skills, software knowledge, and an understanding of communications technology	E	✓	✓	✓
Motivation/Career Pattern					
4.1	Evidence of self motivation, the ability to be self-critical and a willingness to evaluate his/her own performance.	E	✓	✓	✓
4.2	A commitment to developing and improving his/her professional skills.	E	✓	✓	✓
4.3	An ability to enthuse and motivate others.	E		✓	✓

4.4	An understanding of flexibility required in working in a 52 week children's home.	E	✓	✓	✓
4.5	An awareness of the nature of working a shift pattern and the potential impact of this on your personal life and energies.	E	✓	✓	✓
4.6	A desire to transmit professional skills.	D		✓	✓
4.7	Evidence of having thought about future career prospects.	D	✓	✓	✓
4.8	An understanding of the need to lead without over-control.	D	✓	✓	✓
Interests					
5.1	An interest in and commitment to working with children with special educational and social needs.	E	✓	✓	✓
5.2	Interests outside the field of education.	E	✓	✓	
5.3	Evidence of a variety of cultural and social interests.	D	✓	✓	
5.4	Evidence of further reading in relevant and allied professional areas.	D	✓	✓	
Attitude, Temperament, Personal Qualities					
6.1	Evidence of leadership qualities and potential for growth	E		✓	✓
6.2	Ability to think and act innovatively	E		✓	✓
6.3	Tact, discretion and sensitivity.	E		✓	✓
6.4	A sense of humour and warmth of personality.	E		✓	
6.5	Reliability, persistence and an even temperament.	E		✓	✓
6.6	Evidence of a caring nature that facilitates empathy as opposed to sympathy.	E		✓	
6.7	Self confidence in discussion with colleagues or when addressing a group of adults.	E		✓	✓
6.8	High level of emotional resilience in working with challenging behaviours. You will need to be personally emotionally robust and resilient when coming under pressure from outbursts of abusive, aggressive and physically demonstrative behaviour, or observing others in these circumstances.	E	✓	✓	✓
6.9	Loyalty.	E	✓		✓

6.10	Ability to relate well to other adults even on first meeting.	E		✓	
6.11	Evidence of strength of character.	E	✓	✓	✓
6.12	Awareness of the need for objectivity.	E		✓	
6.13	Ability to maintain an independent decision even if that attracts criticism.	E		✓	✓
6.14	Evidence of being a team player	E	✓	✓	✓
Physical Capability					
7.1	Eyesight, hearing and physical stamina appropriate to the needs of the post.	E		✓	✓
7.2	Physically capable of engaging in a range of activities with children as exemplified by: <ul style="list-style-type: none"> residential camps and trips away involving outdoor and adventurous activities, sporting and recreational activities formal and informal which will require your active participation, e.g. walking, swimming, actively supporting PE lessons, ice skating, hide and seek, rounders, climbing/playing imaginatively on the garden fort, etc lying, crouching and sitting on the floor playing with toys with a child 	E		✓	✓
7.3	You will need to be personally comfortable with, and capable of, performing physical intervention and safe holding in accordance with our written policy and training.	E	✓	✓	✓
General Circumstances					
8.1	Potential for future professional development and promotion.	E	✓	✓	✓
8.2	Holds full current driving licence.	E	✓		
8.3	Understands the need to safeguard and promote the welfare of children.	E	✓	✓	✓
Gaps in employment history explored and resolved		YES/NO			