**Jesmond Gardens Primary School**

**Family Support Officer**

**Person Specification – September 2017**

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|  | **Essential** | **Desirable** | **Identified** |
| **Experience** | * Experience of working with and supporting vulnerable students and their families
* Awareness of relevant legislation
* Working knowledge of the Early Help Assessment process
 | * Experience in child protection issues, ideally in education or the public services
* Knowledge of relevant legislation
* A relevant qualification and/or experience in the field of education, social work/social care and/or community work
* An awareness of current issues affecting children and young people
 | Application FormInterviewReferences |
| **Qualification** | * Good levels of attainment in English and Maths (GCSE Grade C or above)
* Have completed a relevant course of further education and show a commitment to lifelong learning.
 | * Degree or other related qualification
* Evidence of Continuing Professional Development relevant to the post
 | Application FormInterviewReferences |
| **Training** | * Willingness to undertake further training to improve skills, e.g. in counselling skills and in Parenting Education
 |  | Application FormInterview |
| **Personality and Attitude** | * Ability to develop good relationships with a variety of professionals
* Have the ability to deal with sensitive issues in a professional manner, understand the need for confidentiality when appropriate and to ensure clear and sensitive communication with parents/carers.
* Willing to participate fully in school life
* Enjoy working within a team and have the ability to work proactively with a wide range of personalities
* Self-motivated
* Determined
* High level of initiative
* Sense of humour
* Sound judgement
* Calm under pressure
* Personable and approachable
* Professional in appearance, manner and attitude
 | * Enjoyment of working within an educational environment
* Enjoy varied work & fast paced environment
 | InterviewReferences |
| **Knowledge/****Skills** | * High levels of administrative and organisational skills
* Ability to consult, reflect, analyse, persuade, negotiate and influence to establish most effective and logical course of action
* Ability to work co-operatively and proactively with colleagues
* To take the school lead on individual child protection cases and where students are deemed children in need or vulnerable
* Ability to work effectively with students to support teaching and learning in a professional manner
* Good oral and written communication, problem solving and liaison skills
* Ability to prioritise and manage time with evidence of meeting deadlines and achieving objectives
* Evidence of competent IT skills
* Ability to respond to challenging circumstances
 | * Have a sense of vision to provide forward looking advice and guidance with regards to the school’s approach to child protection and inclusion issues across the whole school
* Ability to facilitate/deliver a parenting programme or similar
* Ability to facilitate/deliver specific group and individual work with children on emotional well being
 | InterviewReferences |
| **Behaviour and other related characteristics** | * Commitment to self and team development
* Work in ways that promote equality of opportunity, participation, diversity and responsibility
* A commitment to abide by and promote the Academy’s Equal Opportunities, Health and Safety and Child Protection Policies
* A professional responsibility to promote and safeguard the welfare of children and young people
* The post holder will require an enhanced CRB
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