

Grange Primary School



PERSON SPECIFICATION FOR POST OF: Family Support Officer

DATE COMPILED: June 2018

Hartlepool Borough Council and Grange Primary School are committed to safer recruitment practice and promoting the welfare of children and expects staff and volunteers to share this commitment. Pre-employment checks will be undertaken before any appointment is confirmed. The post is subject to an enhanced DBS clearance check.

Key to show where criteria evidenced: (R) Reference (A) Application (I) Interview

CATEGORY	ESSENTIAL	DESIRABLE
Application	Fully supported in reference. (R) Well written, structured and presented application. (A)	
Qualifications and Professional Development	Appropriate Level 4 Qualification or equivalent experience relevant to the post. (A) GCSE Grade C (or equivalent) or above in English and Maths. (A) Evidence of continued and relevant professional development (A) Relevant training in Safeguarding (A)	Further professional qualifications (A)
Experience	Experience of working effectively both independently and within a team. (A) (R) Recent experience of working with children or young people and their parents/carers and families in a lead role, evidencing improved outcomes. (A) (I) (R) Experience of effective multi-agency work leading to successful outcomes (A) (I) (R) Experience of maintaining social work/ Early Help caseloads (A)	Experience of working with school attendance data (A)

Skills and Abilities	<p>Ability to work with guidance, but under limited supervision (R) (A)</p> <p>Ability to develop and maintain effective working relationships with other team members and contribute to the work of the team (R)</p> <p>Ability to develop positive, professional relationships with children, parents/carers and families demonstrating effective communication skills, empathy and a non-judgemental approach (A) (R) (I)</p> <p>Ability to liaise and communicate appropriately and effectively both verbally and in writing, in a range of situations and with a range of audiences. (I) (R)</p> <p>Ability to use ICT for effective communication (A) (R)</p> <p>Excellent organisational skills, including effective time management and the ability to prioritise (A) (R) (I)</p>	Be able to drive and have access to your own vehicle. (A)
Personal Attributes	<p>High expectations of self and others (R) (I)</p> <p>Self- reflective, continually reflecting on own practice (R) (I)</p> <p>Responsive to feedback, challenge and support (R)</p> <p>Flexible and adaptable in approach (I) (R)</p> <p>Demonstrate sensitivity, integrity and enthusiasm when working with all stakeholders (R) (I)</p> <p>Ability to manage pressure effectively and deal with confrontation in an appropriate manner in line with the school ethos (I) (R)</p> <p>Ability to inspire, motivate and engage pupils and families (R) (I)</p>	Outside interests (A)
Professional philosophy and commitment	<p>Commitment to equity and meeting the educational, social and emotional needs of all children (A) (R)</p> <p>Commitment to high standards and continuous improvement (I) (R)</p>	