



PERSON SPECIFICATION FOR THE POST FOR 'SCHOOL FAMILY LIAISON AND SUPPORT OFFICER'

CATEGORY	ESSENTIAL	DESIRABLE	WHERE IDENTIFIED
EXPERIENCE	<ul style="list-style-type: none"> ☆ Experience of working in formal situations with adults ☆ Experience of supporting families with SEND children ☆ Experience of supporting families to improve their child's attendance at school ☆ Experience of communicating effectively with parents/carers. ☆ Experience of delivering parenting strategy courses. ☆ Experience of working with other agencies ☆ Understanding of safeguarding regulations and documentation. 	<ul style="list-style-type: none"> ☆ Experience of attending Child in need, Child Protection meetings and Looked After Reviews 	<p align="center">Application Form Interview</p>
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APPLICATION	<ul style="list-style-type: none"> ☆ High standard of presentation ☆ Well-structured supporting letter ☆ Fully supported in references ☆ Evidence of ability to use IT effectively 		<p align="center">Application Form References Interview</p>
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QUALIFICATIONS	<ul style="list-style-type: none"> ☆ Working at or towards a Degree or Level 4 equivalent qualification in a relevant subject ☆ First Aid certificate (in date) ☆ Team Teach (in date) 	<ul style="list-style-type: none"> ☆ Thrive Training ☆ Relevant childcare qualification ☆ DipSW, DipSC/ Social Work Diploma/Degree or equivalent. 	<p align="center">Application Form</p>
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SKILLS	<ul style="list-style-type: none"> ☆ Excellent interpersonal skills ☆ Excellent numeracy and literacy skills ☆ Excellent communication skills. ☆ Ability to meet deadlines and work under pressure ☆ Highly self-motivated ☆ Excellent ICT and data interpretation skills. ☆ The ability to build excellent working relationships with pupils, parents, teachers 	<ul style="list-style-type: none"> ☆ Ability to produce resources to support parents ☆ Knowledge of law relating to education and child care. 	<p align="center">References Interview</p>

	<ul style="list-style-type: none"> and other professionals. ☆ Excellent team working skills and able to take direction from line manager. ☆ Excellent relationships with children with SEND ☆ Self-confident and able to work alone ☆ A calm approach and able to resolve difficult situations. 		
SPECIAL KNOWLEDGE	☆ Detailed knowledge of Child Protection procedures	☆ Use of CPOMS to record information	References Interview
WORKING ARRANGEMENTS		☆ Willingness to travel	Application Form References
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> ☆ The desire to make a contribution towards the ethos and vision of our school. ☆ A commitment to raising pupil achievement. ☆ Innovative, creative and ambitious. ☆ Proven ability to show initiative and take responsibility for managing your time effectively. ☆ Professional attitude. ☆ Ability to maintain confidentiality. 		References Interview