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|  **Newker Primary School****Parent Support Adviser- Person Specification** |  |
| **Category** | **Essential** | **Desirable** | **Evidence** |
| **APPLICATION**  | * Completed application form- returned by email to newker@durhamlearning.net
* Well-structured supporting statement indicating suitability for the post. This should include practical examples of successes within a school context. (No longer than two side of A4 please).
* Fully Supported in references.
 |  | * Application Form
* Supporting statement
* References
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| **QUALIFICATIONS** | * 5 GCSE’s including English grades A-C, or equivalent
* Level 3 or above in a related discipline; health, education, youth work, social care and health or equivalent.
 | * Experience and understanding of children within their family context
* An awareness of current issues affecting children and young people
* Evidence of continuing professional development relevant to the post
 | * Application Form
* References
* Certificates
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| **EXPERIENCE** | * Experience within the field of education/social services/welfare or voluntary sector
* Understanding of legislation affecting school attendance requirements.
* Knowledge of social and emotional factors that affect a child’s capacity to learn.
* Experience of working in a school environment
* Experience of planning and evaluating delivered activities
* Experience of working successfully and co-operatively as a member of a team
* Experience of record keeping systems and accurately updating information
* Ability to accurately maintain records and documentation pertaining to contact with children, young people and their families
 | * Experience of working or supporting children or adults with emotional, behavioural or SEND needs.
 | * Application Form
* References
* Interview
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| **SKILLS AND KNOWLEDGE** | * Ability to relate well and in an empathetic manner with children and adults.
* Ability to deal with confrontational or difficult situations in a calm and sensitive manner.
* Ability to offer support and offer feedback and coaching
* Ability to influence others, managing discussions effectively to ensure desired actions are achieved.
* Ability to deal with sensitive issues in a confidential manner.
* Ability to deliver individual and/or group based support
* Ability to work independently with individual children and small groups of children
* Ability to use initiative when required
* Ability to work as a member of a team
* A willingness to work co-operatively with a wide range of professionals
* Good communication skills – written and verbal
* Use ICT effectively in relation to the post
* Excellent organisational skills
* Excellent communication and interpersonal skills
* Ability to plan and prioritise workload and meet deadlines
* Ability to collate data
* Demonstrating an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English
* Ability to build and sustain effective working relationships with a wide variety of people e.g. .staff, pupils/children, Governors, parents and the wider community
* In depth knowledge of safeguarding procedures
* Knowledge of available support services and referral routes
* Ability to report and account to line manager as appropriate
* Ability to undertake relevant training
* Ability to consult, reflect, analyse, persuade, negotiate and influence to establish the most effective and logical course of action
 | * Ability to work within the LA and School’s policies and guidelines
* To be able to provide advice, guidance and information to various audiences
* Safeguarding training
* Ability to facilitate/deliver a parenting programme or similar
* Have a sense of vision to provide forward looking advice and guidance with regard to the school’s approach to child protection and inclusion issues across the whole school
 | * Application Form
* Reference
* Interview
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| **PERSONAL QUALITIES**  | * Sensitive to the needs of children and their parents/carers
* Ability to work as part of a team
* Calm and positive approach
* Committed to professional development
* Ability to use own initiative
* Ability to work under pressure
* Ability to be flexible and adaptable
* Be committed to attending any training courses relevant to the post, ensuring continuing personal and professional development.
* Be a good role model to pupils in speech, dress, behaviour and attitude.
* Ability to work to deadlines
* Ability to work flexibly and manage own time to best effect
* Ability to work flexible hours to engage reluctant service users
* Ability to demonstrate resilience and persistence in challenging situations
 | * Evidence of commitment to continuous professional development
* Enjoyment of working within an educational environment
* Enjoy varied and fast paced environment
 | * Application Form
* Reference
* Interview
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