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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](mailto: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 | |
| **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 | |
| **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 | |
| **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 | |
| **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 | |