PERSON SPECIFICATION

**Post: Family Liaison Officer (N6)**

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| **Factor** | **Essential** | **Desirable** | **Assessment** |
| **Skills,****Knowledge and aptitudes** | 1. An understanding of the educational environment and teaching of pupils with learning difficulties.
2. A clear understanding of the Family liaison officer’s role
3. Understanding of the issues affecting truancy and non-school attendance
4. A clear vision of how the role can be used to ensure pupil progression and effective delivery of their learning.
5. An understanding of assessment, recording and reporting processes.
6. Good verbal and written communication skills.
7. Ability to cope with stressful/conflict situations
8. Ability to prioritise tasks
9. Ability to act on own initiative
10. Ability to speak with confidence in a variety of contexts
11. Ability to maintain accurate records
12. Commitment to equal opportunities
13. Ability to communicate orally and in writing with both internal and external agencies
14. Understanding of the processes of self-evaluation in relation to school improvement
15. Knowledge and understanding of strategies for raising the personal and academic achievement of all students
16. Knowledge and understanding of the use of assessment for learning
17. Knowledge and understanding of new technologies and their use and impact to support learning
 | 1. Understanding of specialist schools, barriers and curriculum.
 | InterviewReferencesApplication formApplication letter |
| **Qualifications and training** | 1. Skills qualifications to level 2 or 3.
2. High quality ICT skills
3. Evidence of commitment to further professional development.
 | 1. Further professional development in special educational needs.
 | DfE checkApplication formInterviewReferences |
| **Experience** | 1. Experience of working with parents and carers to encourage school attendance and wellbeing.
2. Experience of working with and supporting autistic pupils and their family.
 | 1. Experience of working with pupils across primary and secondary phases.
 | Application formInterviewReferences |
| **Disposition** | 1. Excited by opportunities presented by the post.
2. Ability to form and maintain appropriate relationships and personal boundaries with children and young people with learning difficulties.
3. High expectations of pupil achievement.
4. Warmth, confidence and empathy informed by a clear sense of purpose in working.
5. Ability to work under pressure and meet deadlines.
6. Positive attitude to change.
7. Calm, confident and professional manner.
 | 1. Sense of humour
2. Ability to find creative answers to problems.
 | InterviewReferences |
| **Special Requirements** | 1. Good health and attendance record.
2. Enhanced DBS checked to work with vulnerable children.
3. Ability to provide care and welfare to pupils including the administration of medication (when trained and competency achieved), toileting and other care needs.
4. Current driving licence and use of own vehicle
5. Willingness to participate in out of school activities.
6. Prepared to undertake ongoing professional development.
 | 1. Clean current driving licence.
2. Sunderland mini-bus test.
 | InterviewReferencesCRB clearanceQualification and identity checks |