

**CHILDREN’S SERVICES**

**PERSON SPECIFICATION**

**POST TITLE:** Attendance, Early Help and Family Liaison Officer

**GRADE:** Band 6

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|   | **ESSENTIAL** | **DESIRABLE** | METHOD OF ASSESSMENT |
| **Educational Attainment** | * NVQ Level 3 or an equivalent professional qualification relating to education
 | * Evidence of further relevant training / development
* Current First Aid qualification
 | * Application form
* Certificates
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| **Work Experience** | * Experience of supporting families
* Experience of Early Help
* Experience of liaising with and supporting parents/carers
* Experience of working with outside agencies/other professionals

  | * Experience of working as part of a multi-agency team
* Experience in assisting in the compilation of pupil support plans
 | * Application form
* Interview
* References
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| **Knowledge/****Skills/****Aptitudes** | * Experience of child protection & safeguarding procedures
* Ability to effectively use ICT to support learning
* Good working knowledge and understanding of relevant polices/codes of practice and an awareness of relevant legislation
* Ability to self-evaluate learning needs and actively seek learning opportunities
* Ability to relate well to children, adults and families
* Ability to work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
* Excellent communication skills, both written and verbal
 | * Experience of working with multi-agencies
 | * Application form
* Interview
* References
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| **Disposition** | * A positive outlook and a sense of humour
* Committed to the principles of equality and diversity
* Flexible approach to work
* Committed to improving the life & outcomes for the most vulnerable children
* Committed to the safeguarding and well-being of pupils
 |  | * Interview
* References
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| Circumstances | * Be prepared to work outside of the school day, if necessary
* A full valid driving licence
* Enhanced clearance from the Disclosure and Barring Service
 |  | * Interview
* DBS check
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