



PERSON SPECIFICATION

Post	Family Support Worker
Salary	Grade 5 £23,111.16 - £25,463.28 Pro-Rata (Term Time Only)
Line Manager	Deputy Headteacher
Working time	37 hours per week; term time only (39 weeks)
Contract	Temporary Contract for 12 Months Commencing: September 2018

CATEGORY	ESSENTIAL CRITERIA	EVIDENCE GAINED FROM
QUALIFICATION AND TRAINING	<ul style="list-style-type: none"> A good standard of general education is essential. Candidates must hold GCSE (or equivalent) grade A-C in English and Maths. A minimum of an NVQ Level 2 qualification (or equivalent) in a relevant discipline is essential. An NVQ level 3 qualification (or equivalent) in a relevant discipline is desirable. 	<ul style="list-style-type: none"> Application Certificates
EXPERIENCE	<ul style="list-style-type: none"> Experience of using IT packages including word, excel and management information systems. Experience of working with young people. Liaising effectively with colleagues, parents and external agencies to deliver successful outcomes for young people. Supervision of students, speaking, and presenting to groups of young people and parents. Experience of working as part of an effective team. 	<ul style="list-style-type: none"> Application Interview References
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> Good written and verbal communication skills. Good IT skills. Able to plan and prioritise work and meet deadlines. Numeracy and literacy skills in order to handle and present data and information accurately and effectively. Awareness of sensitive information and the need for confidentiality. Ability to be flexible and respond effectively to the unexpected. Ability to develop and maintain good working relationships with students, colleagues, parents, governors and external agencies. Ability to act as a positive role model and handle difficult situations sensitively. Ability to mediate, arbitrate and negotiate in appropriate circumstances. Knowledge and understanding of the range of potential barriers to learning experienced by students and the ability to implement effective intervention strategies to overcome 	<ul style="list-style-type: none"> Application Interview References

	<p>these.</p> <ul style="list-style-type: none"> • Experience of multi-agency working and an awareness of the role and function of relevant agencies. • Knowledge of relevant legislation, policies and codes of practice in relation to school attendance. • An understanding of the issues that create barriers to good attendance and how to overcome them. 	
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • A commitment to safeguarding and promoting the welfare of children and young people. • Prepared to work flexibly to meet work requirements. • Ability to meet the travel requirements of the role, attending meetings across the City through the day. • A commitment to equal opportunities. • A commitment to CPD. 	<ul style="list-style-type: none"> • Application • Interview • References