



## PERSON SPECIFICATION

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

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

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