PERSON SPECIFICATION

LINWOOD SCHOOL

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| **Post Title:** | **Assistant Family Support Worker** |
| **Reporting to:** | Family Support Worker and Senior Leadership Team |

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| **Essential** | **Desirable** |
| Qualifications/Training The qualifications and/or training required to undertake the role. | **/**  **/** | **/** |
| 1. Educational achievement sufficient to support clear reporting and presentation skills 2. Training/qualification in work with parents 3. Qualified to NVQ level 3 equivalent qualification in a relevant discipline related to children and families, for example, social worker, health Visitor or equivalent |
| Experience The level of experience required and/or length of time the post holder will have been required to have undertaken the item specified. | **/**  **/**  **/** |  |
| 1. Experience and understanding of children within their family context 2. Demonstrable experience of delivering individual or group based support 3. Experience within the field of education, social services/welfare or the voluntary sectors |

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| **Knowledge**  The knowledge and understanding the post holder must have of the item specified. | /  / | **/** |
| 1. Knowledge of the social and emotional factors that effect a child’s capacity to learn      1. Knowledge of available support services and referral routes 2. Awareness of the legislation affecting school attendance requirements |

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| **Skills/Abilities**  The level of skills or ability required to undertake the item specified. | **/**  **/**  **/**  **/**  **/**  **/**  **/**  **/**  **/**  **/**  **/**  **/**  **/** | **/** |
| 1. Able to relate to young people and adults in an empathetic manner 2. Able to develop a rapport with pupils and their families 3. Able to deal with difficult situations and/or individuals in a calm, fair but effective manner 4. Able to deal with sensitive issues in a confidential manner 5. Able to influence others, managing discussions effectively to ensure desired actions are achieved 6. Able to support learning by giving constructive feedback and coaching 7. Able to communicate effectively – face to face or by telephone, with children /parents /head teachers/social workers etc 8. Able to write reports and letters relevant to issues for school attendance 9. Able to prioritise workloads and work to deadlines 10. Able to work as part of a team and use own initiative when required 11. Able to report and account to line manager as appropriate 12. Able to demonstrate awareness/commitment to upholding equal opportunity policies 13. Able to maintain an effective record keeping system 14. Able to undertaking relevant training |
| **Other**  Any other competencies required to undertake the role. | **/**  **/**  **/**  **/** |  |
| 1. Empathy 2. Resilience 3. Persistence 4. Unequivocal references will be required |