

Cheney School

Family School Liaison Officer - Person Specification

	Essential	Desirable
Skills and Aptitudes	<ul style="list-style-type: none"> • A pro-active self-starter, but working as part of a team • Effective communicator, with proven experience and ability to professionally relate well to children and adults, and other professionals • Effective knowledge of KS3 Maths, English and Science syllabus, and use of specialist ICT packages • Ability to plan, deliver, evaluate and report teaching programmes, and to modify interventions after self-reflection and others' advice and support • Knowledge of the Code of Practice for Special Educational Needs and Disabilities • Working knowledge of relevant policies/codes of practice and legislation including Safeguarding 	<ul style="list-style-type: none"> • Knowledge of strategies for supporting students of SEND • Effective knowledge of KS4 Maths, English and Science syllabus • Languages Urdu and/or Farsi.
Experience	<ul style="list-style-type: none"> • Working with students with special educational needs and/or disabilities register. • Teaching students on a one-to-one basis/in small groups, with English, Maths and Science at Key Stage 3. 	<ul style="list-style-type: none"> • Experience of working in a school environment, and with students in alternative educational environments. • Teaching students on a one-to-one basis/in small groups, with English, Maths and Science at Key Stage 4.
Qualifications	<ul style="list-style-type: none"> • Excellent numeracy and literacy skills (minimum grade C in GCSE, or equivalent) in Maths and English. • Further specialist training (including Safeguarding) 	GCSE in Sciences (minimum grade C in GCSE, or equivalent).
Other	<ul style="list-style-type: none"> • Excellent punctuality and attendance • Energy and resilience • Own vehicle for use for transporting students in to school (with appropriate insurance) 	Ability to self-evaluate training needs and actively seek development opportunities.