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|  | **PERSON SPECIFICATION** | | | |
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| **Job Title:** | | Home School Link Worker | **Job No:** |  |
|  |  | | | |
| **Grade:** | | GR2 | **Division:** |  |
|  |  | | | |
| **No of Post:** | |  | **Section:** |  |

**Method of Assessment (M.O.A.)**

A.F. = Application Form; I = Interview; T = Test or Exercise;

P = Presentation

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| **CRITERIA** | * 1. **ESSENTIAL** | **M.O.A.** |
| **EXPERIENCE**  (Relevant work and other experience) | Knowledge of child development. An insight into the needs of young children and their parents  A working knowledge and understanding of the Children’s Act 1989, particularly in relation to Child Protection and a working knowledge of the Assesment Framework and Human Rights Legislation  An understanding of ‘Every Child Matters; Children Act; National Occupational Standards on Working with Parents  Able to work with other professionals. Good knowledge of school system  A background in either Health, Social Care and or extensive experience of working with parents and families  Experience of working within a school | AF/I  AF/I  AF/I  AF/I  AF/I  AF/I |
| **SKILLS AND ABILITIES**  (Eg Written communication skills, dealing with the public) | Numerate and literature to GCSE standard  High standard of communication, both verbal and written including appropriate record keeping  Ability to facilitate discussion and lead small group sessions  Good networking skills within a framework of awareness of issues of confidentiality, risk and human rights legislation  Wide knowledge of other agencies. Be well organised and work co-operatively with others.  Be self-motivated, enthusiastic, creative and adaptable  Work independently of others  This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement for this role. | AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  I |
| **TRAINING** | Training in community work, counselling skills, or similar  Training in facilitating parenting groups | AF/I  AF/I |
| **EDUCATION/**  **QUALIFICATIONS**  **NB Full regard must be paid to overseas qualifications** | All applicants must be numerate and literate and educated to GCSE standard. | AF |
| **OTHER** | An understanding of equal opportunities  Commitment to anti-discriminatory practice  Emphatic, patient, supportive, diplomatic. Wiling to learn.  Enjoy being with parents and their children | AF/I  AF/I  AF/I  AF/I |
| **CONTRA INDICATION** |  |  |

**ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE CITY COUNCIL’S**

**EQUAL OPPORTUNITIES POLICY**

COMPILED BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Shortlisting/Interviewing Panel): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_