

Person Specification – Parent Ambassador

Responsible to: SEN Manager

The successful applicant will demonstrate the following experience, skills and characteristics:	Stage of recruitment process at which criteria will be measured:			
	Essential / Desirable	Application Form / Supporting Statement	Interview	Assessment
Experience:				
• Experience of working effectively within a team and playing a motivating role	E	✓	✓	
• Able to work with flexibility and independently	D	✓	✓	✓
• Experience of working in a community or educational environment	D	✓	✓	
• An interest in education	E	✓	✓	
Qualifications / Training:				
• Evidence of commitment to own education and training	D	✓	✓	
• You have evidence of training or qualifications which demonstrate that you are fluent in Arabic/Romanian/Polish/Tamil/Somali/Pashto	E	✓	✓	
Knowledge / Skills:				
• You must be able to converse with ease with staff, parents, and other members of the School community, providing advice and information in accurate spoken English	E	✓	✓	✓
• You are able to demonstrate proficiency in written English	D	✓	✓	✓
• You are able to demonstrate written and oral proficiency in Arabic/Romanian/Polish/Tamil/Somali/Pashto	E	✓	✓	✓
• You can demonstrate basic ICT skills or a willingness to train	D	✓	✓	✓

• You have good all round communication skills (both oral and written), and the ability to make points clearly and confidently and understand the views of others	E	✓	✓	
• You are able to quickly establish positive working relationships with a wide range of people from within and outside the School	E	✓	✓	
• You can maintain complete confidentiality and discretion at all times, combined with a calm personality and sound judgment	E	✓	✓	
• You have energy, motivation and determination	D	✓	✓	
• You have a commitment to safeguarding and promoting the welfare of children, young people and adults	E	✓	✓	
• You have an awareness of relevant health and safety regulations and procedures	D	✓	✓	
• You are punctual, reliable and well organised	E	✓	✓	✓
• You have an awareness of and a commitment to equal opportunities	E	✓	✓	

Applicants who fail to adequately address relevant criteria in their application form and supporting statement will not be considered.