

# PERSON SPECIFICATION

## LINWOOD SCHOOL

<b>Post Title:</b>	Assistant Family Support Worker
<b>Reporting to:</b>	Family Support Worker and Senior Leadership Team

<b>Qualifications/Training</b> The qualifications and/or training required to undertake the role.	<b>Essential</b>	<b>Desirable</b>
<ol style="list-style-type: none"> <li>1. Educational achievement sufficient to support clear reporting and presentation skills</li> <li>2. Training/qualification in work with parents</li> <li>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</li> </ol>	/	/
<b>Experience</b> The level of experience required and/or length of time the post holder will have been required to have undertaken the item specified.		
<ol style="list-style-type: none"> <li>1. Experience and understanding of children within their family context</li> <li>2. Demonstrable experience of delivering individual or group-based support</li> <li>3. Experience within the field of education, social services/welfare or the voluntary sectors</li> </ol>	/	/
<b>Knowledge</b> The knowledge and understanding the post holder must have of the item specified.		
<ol style="list-style-type: none"> <li>1. Knowledge of the social and emotional factors that effect a child's capacity to learn</li> <li>2. Knowledge of available support services and referral routes</li> <li>3. Awareness of the legislation affecting school attendance requirements</li> </ol>	/	/
<b>Skills/Abilities</b> The level of skills or ability required to undertake the item specified.		
<ol style="list-style-type: none"> <li>1. Able to relate to young people and adults in an empathetic manner</li> </ol>	/	

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	/	
<b>Other</b> Any other competencies required to undertake the role		
1. Empathy	/	
2. Resilience	/	
3. Persistence	/	
4. Unequivocal references will be required	/	
<p>There is an expectation that all staff read, understand and comply with the policies and procedures set out within the school's intranet and any statutory requirements.</p> <p>CPD opportunities will be provided where these are appropriate to the role and will be in line with annual appraisal targets.</p>		

