



PERSON SPECIFICATION

POST Pupil & Family Support Worker

GRADE **NJC:** SCP 12-18

NOTE TO CANDIDATE:

- The **Essential Criteria** are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.
- The **Desirable Criteria** are used to help decide between candidates who meet **ALL** the Essential Criteria.
- The **How Identified** column shows how the Academy will obtain the necessary information about you.
- If the **How Identified** column says the Application Form next to an Essential Criteria or a Desirable Criteria, you **MUST** include in your application enough information to show how you meet this criteria. You should include examples from your paid or voluntary work.

	ESSENTIAL CRITERIA	HOW IDENTIFIED	DESIRABLE CRITERIA	HOW IDENTIFIED
Qualifications and Training	<ul style="list-style-type: none"> ▪ Grade C or above GCSE Maths and English (or equivalent) ▪ Willingness to participate in relevant training and development opportunities 	Application form and Interview	<ul style="list-style-type: none"> • Early Help Assessment champion • BISC & Working Together to Safeguard Children training 	Application form and Interview
Knowledge and Experience	<ul style="list-style-type: none"> • Experience of working with children and young adults • Experience of working in a team • Experience of multi-agency working • Experience of Early Help Assessments • Experience of Child Protection • Experience of working with families from diverse communities and / or situations 	Application form and Interview	<ul style="list-style-type: none"> • Experience of support agencies • Awareness and basic understanding of working in a school 	Application form, references and Interview

	ESSENTIAL CRITERIA	HOW IDENTIFIED	DESIRABLE CRITERIA	HOW IDENTIFIED
Skills and Abilities	<ul style="list-style-type: none"> • Proven interpersonal, verbal and written communication skills with the ability to effectively communicate with a wide range of people, particularly with parents / carers and external agencies • Ability to manage own workload with limited supervision • Excellent time management skills • Excellent organisation skills • Ability to multitask and use initiative • Good numeracy and literacy skills • Ability to liaise sensitively and effectively with parents and carers, recognising their role in pupils learning • Good IT skills • Ability to offer a firm but friendly approach and be self-confident in dealing with people • Ability to relate to children and adults • Ability to build effective working relationships with all pupils, parents, agencies and colleagues 	Application form, references and interview		
Special Working Conditions	<ul style="list-style-type: none"> • Ability to work flexibly, including after school hours meetings on occasions • Ability to attend occasional events out of school hours 	Application form and interview		