

## Family Support Worker (based in Primary School) Job Specification

	Essential	Desirable	Assessed Through
QUALIFICATIONS			
A relevant education, health or social care qualification at Level 3.	✓		Application
Level 2/GCSE grade C or above in English and Maths.	✓		Application
EXPERIENCE			
Experience working in a school environment or other educational setting.	✓		Application & Interview
Experience supporting and working with parents and young people (aged 2-11).	✓		Application & Interview
Experience working with children and young people with additional needs and disabilities (including behavioural or mental health needs).	✓		Application & Interview
Experience working with colleagues and external stakeholders for example external agencies.	✓		Application & Interview
Experience in keeping effective written records.	✓		Application & Interview
Experience in using Safeguard Software and SIMS (or equivalent).	✓		Application & Interview
Experience in attendance management, working with the Local Authority in improving pupil attendance.	✓		Application & Interview
Experience working one to one and in small groups with children leading interventions regarding social emotional and behavioural needs.	✓		Application & Interview
A proven track record in leading or leading engaging parent groups which have an impact on parental engagement and	✓		Application & Interview

Experience working with multi-agency support services and making referrals to organizations such as MASH, health services and the police.	✓		Application & Interview
KNOWLEDGE AND SKILLS			
Understanding of health and safety requirements, safeguarding procedures and childcare registration	✓		Application & Interview
Understanding of IT software SIMS and Safeguard Software (or equivalent).	✓		Application & Interview
Ability to effectively communicate using a range of mediums and ability to relate to a variety of audiences.	✓		Application & Interview
Excellent time management skills with an ability to prioritise and organise workload.	✓		Application & Interview
To engage in continuing professional development, related to good/effective practice interventions and their implementation.	✓		Application & Interview
Sound assessment skills, and ability to plan and review working in partnership with parents/carers.	✓		Application & Interview
Well-developed oral and written communication skills to match style, language and tone to specific audiences.	✓		Application & Interview
Excellent communication skills including the ability to empathise and establish trust and build rapport.	✓		Application & Interview
Able to, speak and write in grammatically correct standard English	✓		Application & Interview
Ability to use a wide variety of strategies to support children and their carers of varying achievement levels	✓		Application & Interview
PERSONAL QUALITIES			
Patient and calm.	✓		Application & Interview
Wants to provide the best possible out opportunities for all pupils.	✓		Application & Interview
Organised, good time management skills, proactive and self-motivated.	✓		Application & Interview

Upholds and promotes the ethos and values of the school.	✓		Application & Interview
Ability to work under pressure and prioritise effectively.	✓		Application & Interview
Maintains confidentiality at all times.	✓		Application & Interview
Committed to safeguarding, equality, diversity and inclusion.	✓		Application & Interview