

## PERSON SPECIFICATION

**JOB TITLE:** Family Liaison Officer

**DEPARTMENT:** Education

**GRADE:** 8A-E

**POST NO:** FLOSep23

**PREPARED BY:** Headteacher

**DATE:** 12/9/23

<b>E = ESSENTIAL</b> <b>D = DESIRABLE</b>		<b>SOURCE OF EVIDENCE - APPLICATION = A</b> <b>TEST = T</b> <b>INTERVIEW = I</b>	
	<b>1. EXPERIENCE, direct work experience, other relevant experience.</b>	<b>W =</b>	
<b>E</b>	Significant experience of direct work with children and families in the public, private and voluntary sector, within the last 2 years.		<b>A/I</b>
<b>E</b>	Safeguarding and child protection.		<b>A/I</b>
			<b>A/I</b>
	<b>2. KNOWLEDGE, without which the job cannot be done effectively.</b>	<b>W =</b>	
<b>E</b>	Sound knowledge and understanding of child growth development.		<b>A/I</b>
<b>E</b>	Knowledge of the parenting needs of children.		<b>A/I</b>
<b>E</b>	Knowledge of child protection issues.		<b>A/I</b>
<b>D</b>	Knowledge of special educational needs.		<b>A/I</b>
<b>D</b>	Knowledge of school entry procedure.		<b>A/I</b>
<b>D</b>	Child / family services and resources within area.		
	<b>3. SKILLS &amp; ABILITIES, Essential/Capable of doing, Desirable/Able to train.</b>	<b>W =</b>	
<b>E</b>	Excellent communication, listening and observation skills.		<b>A/I</b>
<b>E</b>	Ability to handle confidential information.		<b>A/I</b>
<b>E</b>	Ability to work in partnership with children and families and also with other agencies and professionals.		<b>A/I</b>
<b>E</b>	Ability to communicate effectively with children and families in individual and group settings.		<b>A/I</b>
<b>E</b>	Ability to maintain accurate written records and produce concise and informative reports.		<b>A/I</b>
<b>E</b>	Ability to facilitate parenting skills.		<b>A/I</b>
<b>E</b>	Good inter-personal skills.		<b>A/I</b>
<b>E</b>	Ability to work on own initiative and under supervision.		<b>A/I</b>
<b>E</b>	Ability to motivate self and others to achieve change.		<b>A/I</b>
<b>E</b>	Ability to recognise own limitations and where specialist skills are required.		<b>A/I</b>
<b>E</b>	Good ICT skills.		
	<b>4. QUALIFICATIONS, TRAINING &amp; EDUCATION, also identify training to be given. W =</b>		
<b>E</b>	A minimum of Foundation level qualification in counselling and/or social care.		
<b>E</b>	Good basic education with competency in literacy and numeracy.		<b>A/I</b>
<b>E</b>	Willingness to undertake further training.		<b>A/I</b>
<b>D</b>	Health and Safety.		<b>A/I</b>
<b>D</b>	First Aid.		<b>A/I</b>
	<b>5. PERSONALITY, SOCIAL SKILLS, Relationships, thinking style, disposition.</b>	<b>W =</b>	
<b>E</b>	Positive, professional manner.		<b>A/I</b>
<b>E</b>	Good communication skills.		<b>A/I</b>
<b>E</b>	Committed to professional development and performance management.		<b>A/I</b>

<b>E</b>	Willingness to undertake duties outside normal working hours as required.	<b>A/I</b>
		<b>A/I</b>
	<b>6. OTHER FACTORS, Physical, Mobility, Availability, Conditions, etc.</b> <b>W =</b>	<b>A/I</b>
	<b>CONTRA INDICATIONS, if any</b> <b>W =</b>	
		<b>A/I</b>