**ASCENT ACADEMIES TRUST – Hope Wood Academy**

**PERSON SPECIFICATION – Family Liaison and Attendance Worker (Scale 6)**

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| **ESSENTIAL** | | | | **DESIRABLE** | | |
|  | **Criteria No.** | ATTRIBUTE | **Stage Identified** | **Criteria**  **No.** | ATTRIBUTE | **Stage Identified** |
| **Qualifications & Education** | E1 | 5 x GCSE A\*- C or equivalent, including Maths and English | Application  Certificate | D1 | Evidence of continued commitment to personal professional development | Application |
|  | E2 | Relevant qualification at Level 3 or above | Application  Certificate |  |  |  |
| **Experience & Knowledge** | E3 | Experience of working with children and young people who have complex special educational needs | Application  Interview  Reference | D2 | Knowledge of sexual health, substance misuse, domestic violence etc. and how these issues can impact on parenting ability | Application |
|  | E4 | An update to date knowledge and understanding of safeguarding policies and procedures, KCSIE 2020 | Application  Interview | D3 | Knowledge of the range of support services and bodies available to support the families and young people in the local area | Application  Interview |
|  | E5 | Experience of working closely with parents/ carers and families working in a multi-agency way to achieve positive outcomes for the young person | Application  References |  |  |  |
|  | E6 | Knowledge of the primary rights and responsibilities of parents in raising their children | Application  Interview |  |  |  |
| **Skills** | E7 | A desire and ability to build strong professional relationships with parents/ carers, staff, pupils and other professionals | Application  Reference |  |  |  |
|  | E8 | Well-developed communication skills with the ability to adapt communication to suit a range of different audiences to achieve positive outcomes | Application  Interview |  |  |  |
|  | E9 | Ability to manage a varied workload, meeting relevant deadlines | References |  |  |  |
|  | E10 | Ability to use initiative in dealing with challenging situations | Application  Interview |  |  |  |
| **Personal**  **Attributes** | E11 | Self-motivated and be able to work on your own initiative | Application  Interview |  |  |  |
| **Special Requirements** | E12 | Ability to work flexibly to meet the demands of the post | Application  Interview | D4 | A willingness and ability to work across the Trust as required | Application  Interview |
|  | E13 | Suitable to work with children/young people | Application  Disclosure |  |  |  |