

**Person Specification**

**Family Liaison Officer**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Numeracy &amp; literacy skills to equivalent Level 3</li> <li>Trained as a Designated Safeguarding Lead or willing to undertake training</li> </ul>	Additional qualifications related to interpersonal relationships, emotional literacy and supporting parents
<b>Professional Experience</b>	<ul style="list-style-type: none"> <li>Experience of working collaboratively within a team</li> <li>Experience of working with children in an education setting.</li> <li>Experience of working with a range of outside agencies to support families</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of specialism/interest in working with children and families with a range of additional needs</li> </ul>
<b>Professional Knowledge</b>	<ul style="list-style-type: none"> <li>Knowing how to develop good relationships with children and families</li> <li>Understanding of strategies to support children and parents well being</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge &amp; understanding of the National Curriculum</li> <li>Understanding the factors beyond school that impact on pupil achievement</li> </ul>
<b>Professional Skills</b>	<ul style="list-style-type: none"> <li>High standard of inter-personal and oral/written skills</li> <li>Ability to work as part of a team</li> <li>Ability to prioritise and work under pressure</li> <li>Good ICT skills including knowledge of, or a willingness to learn, aspects of school administration systems</li> </ul>	<ul style="list-style-type: none"> <li>Good ICT skills</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Ability to form relationships easily with children and adults</li> <li>Ability to motivate and engage children</li> <li>Self-motivation and personal drive to complete tasks to the required timescales and quality standards</li> <li>Tact and diplomacy in all interpersonal relationships with pupils, their parents, and work colleagues.</li> <li>Flexibility to adapt to changing workload demands and new school challenges</li> <li>Reliability and integrity</li> <li>Humour and resilience</li> <li>Personal commitment to continuous self-development</li> <li>Commitment to school improvement</li> <li>Understanding professional boundaries when dealing with complex situations which may provoke emotional responses</li> </ul>	