Kent County Council

Person Specification: Welfare/SEN Assistant

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|  | **CRITERIA**  |
| **QUALIFICATIONS** | Knowledge and skills equivalent to national qualifications level 3 |
| **EXPERIENCE** | Previous experience of working with children and familiesin the public, private or voluntary sectorExperience of facilitating groupsExperience working within a multi-agency environment |
| **SKILLS AND ABILITIES** | Excellent communication, listening and observation skillsAbility to deal with difficult/sensitive situationsAbility to manage confidential informationOrganisational abilities and accurate record keeping skills.Good inter-personal skillsHigh level written communication skills – including report writingAbility to take personal responsibility for organising day to day workload.  |
| **KNOWLEDGE** | An understanding of child growth and developmentSome knowledge of the parenting needs of childrenSone knowledge of barriers to learningKnowledge of the working practices and referral processes of relevant external agenciesDemonstrate an understanding of confidentiality and safeguarding / child protection issues in a school setting |