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 families  in the public, private or voluntary sector  Experience of facilitating groups  Experience working within a multi-agency environment |
| **SKILLS AND ABILITIES** | Excellent communication, listening and observation skills  Ability to deal with difficult/sensitive situations  Ability to manage confidential information  Organisational abilities and accurate record keeping skills.  Good inter-personal skills  High level written communication skills – including report writing  Ability to take personal responsibility for organising day to day workload. |
| **KNOWLEDGE** | An understanding of child growth and development  Some knowledge of the parenting needs of children  Sone knowledge of barriers to learning  Knowledge of the working practices and referral processes of relevant external agencies  Demonstrate an understanding of confidentiality and safeguarding / child protection issues in a school setting |