

## The Discovery School Person Specification – Family Support Manager

CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualification and Professional Development</b>		
Nationally recognised qualification at level 2 or above in English/literacy and maths/numeracy.	✓	
Evidence of continuing professional development including recent CPD relevant to work with children and families.	✓	
A commitment to continued personal and professional development of self and others.	✓	
<b>Knowledge and experience</b>		
Previous experience of working with children and families in the public, private or voluntary sector.	✓	
Knowledge of or experience in supporting children's social, emotional and mental health.	✓	
Confidentiality - Ability to manage confidential information and abide by UK GDPR legislation	✓	
Competent ICT skills for educational administration.	✓	
Experience of delivering CPD programmes / school to school support, to colleagues and within the wider schools' community.		✓
Knowledge and experience of procedures to safeguard the welfare of all children, including the role of a Safeguarding Lead or Deputy.	✓	
Knowledge of access to resources and sources of support for families.	✓	
Experience of working with external services including Early Help and Social Services.	✓	
Strategies to improve attendance.		✓
Knowledge of de-escalation strategies.		✓

Skills and abilities		
Experience of working productively and harmoniously with parents and other stakeholders	✓	
Able to quickly gain the respect of parents and children	✓	
Excellent communication, listening and observation skills, both verbal and written	✓	
Good organisational skills	✓	
Able to promote and present the school and its community in a positive way to parents, students, governors etc., and external stakeholders.	✓	
Ability to plan and prioritise tasks, delegating where necessary, and working to agreed deadlines.	✓	
Personal attributes		
Honesty and integrity	✓	
Flexibility, and able to adapt to changing circumstances and new ideas	✓	
Empathy, humility, and humour	✓	
A liking and genuine respect for children including those with additional needs	✓	
Values the unique contribution made by all members of the school community including children, staff, parents and governors	✓	
Highly developed social and emotional intelligence	✓	
Ability to foster a culture of respect and openness	✓	
Commitment to establishing a healthy work/life balance	✓	
A good health record and strong emotional resilience.	✓	
Willing to receive regular coaching and training to improve professional skills.	✓	
Ability to remain calm under pressure	✓	

Equal opportunities		
Commitment towards adherence to the principles set out within the Schools Equality Scheme.	✓	
Commitment to the promotion of the concept of equal opportunities in the work situation with all children and staff	✓	
Understanding and sensitivity to discrimination experienced by members of minority groups and a commitment towards reducing this.	✓	

