



**Person Specification for a Family Liaison Officer at The John Wesley CEM Primary School**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Hold relevant qualifications</li> <li>• Good standard of general education (i.e. NVQ level 3 or equivalent) together with good Maths and English skills (GCSE at C and above preferred).</li> <li>• Evidence of continuing professional development including recent CPD relevant to work with children and families.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working as a FLO already.</li> </ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>• Previous experience of working with children and families in the public, private or voluntary sector</li> <li>• Experience of facilitating groups and workshops/coffee mornings to support adults learning/ needs</li> <li>• Knowledge and experience in supporting children and adult's social, emotional and mental health and child development</li> <li>• Ability to manage confidential information and abide by GDPR legislation</li> <li>• Competent IT skills for multiple reasons, including completing referrals, delivering workshops and communication</li> <li>• Experience delivering CPD programmes/school to school support, to colleagues</li> <li>• Excellent awareness of Child protection and safeguarding policies and legislation</li> <li>• Knowledge of access to resources and agencies (nationally and locally) to support families.</li> <li>• Knowledge about attendance legislation and experience supporting and improving attendance</li> <li>• Knowledge of the parenting needs of children</li> </ul>	<ul style="list-style-type: none"> <li>• First aid qualifications</li> <li>• Designated Safeguarding Lead training</li> <li>• Positive Handling/ Positive behaviour management</li> <li>• Experience of delivering early interventions to parents</li> <li>• Experience delivering CPD programmes within the wider schools' community.</li> <li>• Knowledge and experience with supervision of other colleagues</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Excellent communication, organisational, listening, interpersonal and observation skills</li> <li>• Ability to deal with difficult/sensitive situations but still manage to say what needs to be said</li> <li>• Organisational abilities and accurate record keeping skills</li> <li>• An absolute commitment to take every possible step to help children be safe, happy and successful at JWS.</li> <li>• Demonstrate an understanding of (and empathy with) the issues that may affect a child's ability to attend school</li> <li>• Able to communicate effectively (emails, letters, phone calls and in meetings etc) in order to develop affective partnerships</li> <li>• Flexibility, initiative and the ability to maintain a positive approach whilst working under pressure</li> <li>• Ability to analyse data and use it to support work</li> </ul>	<ul style="list-style-type: none"> <li>• Familiarity of Arbor or other similar management information systems</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Warm and welcoming manner</li> <li>• Positive and energetic</li> <li>• Able to work collaboratively as part of a team as work closely alongside HT, DHT and SENCo as well as the Office Team and whole school team</li> <li>• Able to form positive relationships and communicate with all parents and children</li> <li>• Have a natural authority</li> <li>• Patience and calm; Intuitive and compassionate</li> <li>• Nurture children's and parent's strengths and interests to develop a positive self-image</li> <li>• Ability to manage conflicting priorities and confidentiality</li> <li>• Flexible and able to adapt to changing circumstances and new ideas</li> <li>• A liking and genuine respect for all children</li> <li>• Values the unique contributions made by all member of school community including families, staff, children and Governors.</li> <li>• Highly developed social and emotional intelligence and strong emotional resilience</li> <li>• Good communicator, with high levels of spoken and written English</li> <li>• Confidence to review and reflect upon own performance</li> <li>• Demonstrate creativity and imagination showing an ability to adapt</li> <li>• Be pro-active in offering ideas</li> <li>• Willingness to undertake coaching and further training to improve practice and develop skills and understanding</li> <li>• Willingness to 'go the extra mile' for our community</li> </ul>	