



## Person Specification – Family Liaison Officer

It is expected that the successful candidate will satisfy the following specification:

Qualifications	ESSENTIAL	DESIRABLE
Qualifications	Excellent numeracy and literacy skills. A*-C GCSE English and Maths.	
Experience	A minimum of two years' experience of working with children preferably in an education setting.	Understanding of behaviour management strategies.
Knowledge and Skills	<p>Good understanding of child development and learning processes.</p> <p>Intermediate use of ICT and relevant technologies.</p> <p>Ability to work under supervision and independently.</p> <p>Ability to relate well to children.</p> <p>Ability to work constructively as part of a team.</p> <p>Effective oral and written communication skills.</p> <p>Excellent interpersonal skills both in working relationship with young pupils and parent community</p> <p>Strong organisational and time management skills.</p> <p>Ability to comply with policies and procedures relating to child protection, health, safety and security, confidentiality, data protection and equal opportunities.</p>	Knowledge of psychology

	<p>Able to inspire confidence and respect amongst colleagues and the school community.</p> <p>Builds effective and professional working relationships staff and Governance Partners.</p> <p>Is committed to their own professional development.</p> <p>Counselling skills including active listening and a non-judgemental approach</p> <p>Consistently reflects the highest levels of professionalism as a role model at all times.</p>	
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