Person Specification Family Liaison Officer (Parent Support Worker)

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|  | Essential | Desirable |
| **Qualifications** | * Good basic education with competency in literacy and numeracy
* Willingness to undertake further training
* NVQ 3 Qualification or equivalent
 | * Driving licence
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| **Experience and attainments** | * Previous experience of working with children and families in the public, private or voluntary sector
 | * Experience in managing attendance
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| **Skills and abilities** | * Excellent communication, listening and observation skills
* Ability to handle confidential information
* Organisational abilities and accurate record keeping skills
* Ability to facilitate parenting skills
* Good inter-personal skills
* Ability to manage difficult conversations with parents & carers
 | * Ability to facilitate groups
* Previous experience with inter agency working (health/social services etc.)
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| **knowledge** | * Sound knowledge and understanding of child growth and development
* Knowledge of the parenting needs of children
 | * Knowledge of basic child protection issues
* Knowledge of special educational needs
* Knowledge of school entry procedure
* Resources within area.
* Knowledge of how to support and improve attendance
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