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 |
| **Experience and attainments** | * Previous experience of working with children and families in the public, private or voluntary sector | * Experience in managing attendance |
| **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.) |
| **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 |