**Personal Specification**

**Post: Family Liaison Officer**

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|  | Essential | Desirable |
| Experience | * Working in formal contexts with children
* Experience of multi-agency work
* Working with challenging stakeholders
 | * Experience of working directly with young people and families
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| Education / Training / Qualifications | * Willingness to undertake relevant training, ie. DSL training.
 | CWDC qualification or relevant child care qualification |
| Skills – Disposition | * Interpersonal skills
* Team working skills
* Time management skills
* High communication skills
* Skills in assessing situations and proposing solutions
* Skills in recording information and data
* ICT and data interpretation skills
* Good listening skills and a sympathetic approach
* The ability to build good working relationships with pupils, parents, teachers and other professionals
* A calm approach in difficult situations
* Accurate record-keeping skills and the ability to write detailed reports
* Be highly self - motivated, innovative with excellent problem solving skills
* Ability to meet deadlines under pressure
* Committed to children’s best interests
* Self - confident and be able to work alone
* Able to work in a team and accept management
* Personal maturity
* Persuasive, determined
 | * A fully up-to-date understanding of the law relating to education and childcare
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| Working Arrangements | UK driving licence and use of a car, as your work may involve visiting schools and pupil’s homes |  |