**Personal Specification**

**Post: Family Liaison Officer**

|  |  |  |
| --- | --- | --- |
|  | 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 |
| 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 |
| Working Arrangements | UK driving licence and use of a car, as your work may involve visiting schools and pupil’s homes |  |