



Hope View School

Person Specification for Family Liaison Officer

Qualifications & Experience	<ul style="list-style-type: none"> • GCSEs (or equivalent) in English, Maths and ICT • Willingness to undertake further training. • Achievement of willingness to undertake the National Award for SENCO Accreditation. • Previous experience of working with children and families in the public, private and voluntary sector. • Previous experience of working with children with special educational needs. • Experience of the EHCP and Annual Review process in schools.
Communication	<ul style="list-style-type: none"> • Ability to use clear language to communicate information unambiguously • Ability to listen effectively • Overcome communication barriers with children and adults • Establishing effective partnerships with parents/carers • Excellent interpersonal and communication skills at all levels • The ability to demonstrate a positive attitude and to develop and maintain positive and supportive relationships with children, staff, parents and professional teams and agencies
Working with children	<ul style="list-style-type: none"> • Understand and implement the school's behaviour management policy to ensure a productive and safe learning environment • Ability to understand and support children with special educational needs • Understand and support the importance of physical and emotional wellbeing • Emotional resilience in working within a busy school environment and a full commitment to inclusion on all levels • A passion for ensuring all children and young people achieve to the best of their abilities.
Working with others	<ul style="list-style-type: none"> • Understand the role of others working in and with the school • Understand and value the role of parents and carers in supporting children

	<ul style="list-style-type: none"> • Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults • Know when, how and with whom to share information • Experience of mentoring and coaching colleagues
Skills, Abilities and Knowledge	<ul style="list-style-type: none"> • Excellent organisational and time management skills and an ability to prioritise and meet deadlines. • A thorough knowledge and understanding of how children learn, develop and progress through life stages and events • How IT can be used effectively to motivate children to learn - and to have a level of IT skills. • How to monitor, record and extrapolate relevant information to evaluate pupil progress and development and report to parents, leaders and other professionals and agencies
General	<ul style="list-style-type: none"> • Awareness of and commitment to equality and how equalities and inclusion policies are implemented in schools • Knowledge about the importance of health and safety and the role of the individual in promoting and safeguarding the welfare of the pupil • Good understanding of and commitment to child protection procedures • Understand procedures and legislation relating to confidentiality • Be prepared to develop and learn in the role