

St John the Baptist RC Primary, Burnley

Person Specification Form, Pupil and Family Support Manager		
Personal Attributes	Essential (E) or desirable (D)	To be identified by: (eg application form, interview, reference etc)
Qualifications		
1. GCSE or equivalent qualification in English and Maths	E	AF/I
2. Recognised and relevant NVQ Level 3 qualification or equivalent	E	AF/I
3. Relevant Social Work qualification	D	AF/I
Experience		
1. Experience of working with and supporting children and their families	E	AF/I
2. Experience of effective multi-agency working	E	AF/I
3. Experience of multi-agency meetings	E	AF/I
4. Experience of developing and implementing support plans	D	AF/I
5. Experience of administrative work	E	AF/I
6. Experience of working in a team	D	AF/I
7. Experience of undertaking home visits	D	AF/I
8. Experience of working as a lead professional	D	AF/I
Knowledge, skills and abilities		
1. A proven ability to work directly with children and families	E	AF/I/R
2. Effective communication skills	E	AF/I/R
3. Ability to relate well to parents/carers	E	AF/I/R
4. Ability to build a trusting relationship with the parents and families	E	AF/I/R
5. Ability to demonstrate empathy, resilience and persistence in working with families who are facing complex challenges and may be reluctant to engage with services	E	AF/I/R
6. Excellent time management skills	E	AF/I/R
7. Excellent organisational skills	E	AF/I/R
8. First Aid certificate	D	AF/I/R
9. Knowledge of working within the primary setting	D	AF/I/R
10. Ability to work confidentially	E	AF/I/R
11. Flexible and dedicated approach to work	E	AF/I/R
12. Knowledge of Early Help (formerly CAF/TAF) procedures	D	AF/I/R
13. Knowledge of good parenting and the risk factors that can impact on children	E	AF/I/R
14. Ability to collate, organise, record chronology of pupil welfare and confidential files	E	AF/I/R
Other		
1. Commitment to safeguarding and protecting the welfare of children and young children	E	AF/I/R
2. Commitment to equality and diversity	E	AF/I/R
3. Essential car user	E	AF/I