

## Person Specification

This Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

<b>Post Title</b>	Assistant Child and Family Worker	<b>Post No</b>	
<b>Directorate</b>	Education		
<b>Division</b>	Schools		
<b>Salary Band/Range</b>	Band C 37 hours per week, full year		
<b>Responsible to:</b>	Head teacher/Inclusion Manager		

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Measured By</b>
<b>Education &amp; Qualifications</b>	NVQ 3 / Level 3 Diploma for Children and Young People or equivalent qualification in an associated field, or extensive experience of working with vulnerable children.	Counselling qualification	Application

<b>Skills &amp; Abilities</b>	Ability to communicate effectively with children, young people and families in a wide variety of settings, including the child's home environment	Ability to work on own initiative and to think creatively	Interview Assessment
	Ability to take direction from Child & Family worker and share information appropriately	Ability to prioritise and organise own workload	Interview Assessment
	Ability to work effectively with other team members, foster and maintain working relationships with colleagues from other agencies		Application Interview
	Ability to deal constructively with emotional demands and pressures of the job	Experience in the delivery of group work to children and / or adults	Interview Assessment
	Ability to work on school sites with children and families	Ability to analyse written information and reports from a range of sources	Interview Assessment
	Ability to write clear and concise observations and reports on work undertaken		Application Interview
	Ability to identify and seek support when necessary		Interview Assessment

	Organised with good time management skills		Interview
	IT literate		Application
	Ability to make effective use of community resources		Application Interview

<b>Experience &amp; Knowledge</b>	Understands the multi-agency approach in meeting the needs of vulnerable families	Has contributed to social care, agency meetings in respect of vulnerable families	Application Interview
	Knowledge and understanding of children's development and the needs of children within their family networks		Application Interview Assessment
	Knowledge of how to promote safeguarding issues for children and their families	Knowledge of the statutory functions and school responsibilities for children in their care	Application Interview Assessment
	To have experience of working with people under stress	Experience of working with children with emotional, social and behavioural difficulties	Application Interview

<b>Core Qualities</b>	Personal Effectiveness: makes things happen; operates with resilience, flexibility and integrity.		Application Interview
	Communication: shares and listens to information, opinions and ideas, using a range of effective approaches.		Interview Assessment
	Self Awareness: learns continuously and effectively adapts behaviour in response to feedback.		Interview Assessment

<b>Other Requirements</b>	Able to work flexibly Able to travel independently around the Borough		Application Interview
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<b>Compiled/Reviewed by</b>	Kingshurst Primary School		
<b>Date</b>	June 2026		