



PERSONAL SPECIFICATION FOR: Child and Family Support Worker		
	<i>Essential or Desirable</i>	<i>Assessed by; Application Form (A) Interview (I)</i>
Qualifications:		
1. Relevant qualification in education, social care health, etc or equivalent work experience	Desirable	A
Experience:		
2. Significant experience of working and engaging with parents / carers and children through individual and / or group-based support	Essential	A,I
3. Significant experience of dealing with the social, emotional factors which affect a child's capacity to learn and develop	Essential	A,I
4. Significant experience of working with families from diverse communities and / or situations	Essential	A,I
5. Experience with working with a wide variety of outside agencies.	Desirable	A
6. Proven interpersonal, verbal and written communication skills with the ability to effectively communicate with a wide range of people, particularly with parents / carers and external agencies	Essential	A,I
7. Good IT and Administrative Skills: including good word processing and report writing skills, with the ability to keep good daily records	Essential	A,I
8. Excellent organisational skills including managing a caseload, time management, planning, report writing and target setting with a flexible approach	Essential	A,I
Able to:		
9. Work under pressure, use own initiative, work independently and as part of a team	Essential	A,I
10. Influence others, manage discussions effectively to ensure desired actions are achieved	Essential	A,I
11. Conduct reviews and assessment of the work being carried out and demonstrate clear outcomes and results	Essential	A,I
12. Demonstrate understanding of professional boundaries and appropriate relationships with children, parents and carers	Essential	A,I



13. Respond to and understand the individual needs of children and parents / carers	Essential	A,I
14. Demonstrate empathy, resilience and persistence in working with children and parents / carers	Essential	A,I
Knowledge:		
15. Knowledge of available support services and referral routes	Essential	A,I
16. Knowledge of the legislation affecting school attendance and understanding of the Children Act 1989 and 2004 and of safeguarding and child protection.	Essential	A,I
17. Understanding of how to promote good school attendance and punctuality and how to tackle poor attendance (Including persistent absence or exclusion)	Essential	A,I
18. Strong partnership skills, including ability to work professionally and confidently in close liaison with schools and other agencies	Essential	A,I