



PERSON SPECIFICATION – Children and Families Officer – St. Paul’s CE Primary School Heathside Grove

The Person Specification is an important part of the recruitment process. It should be read carefully as it will form the basis of shortlisting and ultimately, appointing the successful applicant. You must demonstrate therefore how you meet each of the following criteria in your application.

<u>Criteria</u>	<u>Essential</u>	<u>Desirable</u>	<u>To be measured by</u>
Training/ Qualifications	1.1 GCSE in English and Maths A-C (or equivalent) 1.2 Safeguarding Training 1.3 The post holder will require an enhanced DBS (carried out by the school)	<ul style="list-style-type: none"> ▪ TA/childcare qualifications ▪ Social work experience ▪ CAF (FA) training ▪ Mental Health First Aid 	<ul style="list-style-type: none"> ▪ Application ▪ Certificates & Qualification
Experience	2.1 Substantial experience of working with families, including challenging parents and pupils 2.2 Experience of maintaining records and preparing written reports for child protection and safeguarding.. 2.3 Experience of managing small groups of children through interventions or after school clubs. 2.4 Experience of creative multi-agency engagement and coordination 2.5 Experience of, and commitment to, supporting and delivering effective safeguarding procedures 2.6 Experience of the SIMS Management Information System	<ul style="list-style-type: none"> ▪ Experience of working with other agencies including social workers, family support workers, educational psychologists, the police and school nurses. ▪ Experience of completing CAFs and leading Team around the Family (TAF) meetings. ▪ Experience working alongside an Education Welfare Officer to improve children’s attendance and punctuality. ▪ Experience of supporting transition activities for pupils moving to secondary schools. ▪ Experience of using designated IT programs to track and monitor pupils ▪ Experience of using a range of software to collect data and produce reports Excel, Word, Publisher etc 	<ul style="list-style-type: none"> ▪ Application ▪ References ▪ Interview Process

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<u>Criteria</u>	<u>Essential</u>	<u>Desirable</u>	<u>To be measured by</u>
Understanding, Knowledge and Skills (General)	3.1 Knowledge of the curriculum. 3.2 Knowledge and understanding of the SEND Code of Practice 3.3 Outstanding organisational and time management skills; the ability and professional confidence to prioritise, work independently and meet deadlines 3.4 Effective use of IT 3.5 Ability to form effective staff/pupil relationships 3.6 Knowledge and understanding of the characteristics of pupil voice	<ul style="list-style-type: none"> • Experience of working alongside a SENDco. 	<ul style="list-style-type: none"> ▪ Application ▪ Interview ▪ Application ▪ Application ▪ Interview ▪ Application
Understanding, Knowledge and Skills (School and role specific)	4.1 Understanding of the benefits of good home/school relationships and the school’s responsibility to parents 4.2 Knowledge of the particular necessity for excellent communication systems with the parents and families of pupils 4.3 Knowledge and understanding of the provision of effective outreach advice and support 4.4 A willingness to participate flexibly in school life	<ul style="list-style-type: none"> ▪ Willingness to be involved in extra-curricular activities and the wider life of the school 	<ul style="list-style-type: none"> ▪ Interview ▪ Interview ▪ Interview ▪ Interview
Professional Values	4.1 High expectations 4.2 Commitment to teamwork at all levels 4.3 Willingness to contribute to whole school initiatives and to support school improvement programmes 4.4 Willingness to promote enrichment opportunities 4.5 Keen interest in own CPD and a clear commitment to the compulsory in-service training element of the post	<ul style="list-style-type: none"> ▪ Support for an enriched curriculum through out of hours learning and educational visits 	<ul style="list-style-type: none"> ▪ Application ▪ References ▪ Interview

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Criteria	Essential	Desirable	To be measured by
Personal Qualities	6.1 Loyalty, integrity and commitment to the Headteacher and Senior Leadership Team 6.2 The ability to think creatively and imaginatively 6.3 The ability to be reflective and adaptable to changing circumstances and new ideas 6.4 Effective interpersonal and communication skills 6.5 Understanding the importance of maintaining a healthy work-life balance 6.6 When all the above fail, the ability to maintain good humour, a willingness to learn and the will to bounce back and to continue to strive for excellence	<ul style="list-style-type: none"> ▪ Brings personal interests and enthusiasm to the school community ▪ Initiative and resourcefulness shown in the applicant’s approach towards the selection procedure 	<ul style="list-style-type: none"> ▪ Application ▪ References ▪ Interview

Essential criteria	Experience, safeguarding and child protection	* M.O.A.
1.	Displays commitment to the protection and safeguarding of children and young people	A/I
2.	Demonstrates an effective understanding of safeguarding issues and the ability to follow procedures	A/I
3.	Effective and knowledgeable understanding of relevant legislation and government strategies to keep children safe in education	A/I

Method of assessment (* M.O.A.)

A = Application form, C = Certificate, E = Exercise, I = Interview, P = Presentation, T = Test, AC = Assessment centre

Date Job Description prepared/revised: **September 2024**

Prepared by: **Mrs Joanne Rowley**

Agreed by Postholder