

Job title	Grade	Directorate	Location
Children & Family Support Officer (HLTA)	Grade 3B SCP 23-26	Children's Services	The Deans Primary School

Note to applicants

Whilst all criterions below are important, those under the **Essential** heading are the key requirements. You should pay particular attention to these areas and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

(*See grid overleaf)

Essential criteria	Necessary requirements – skills, knowledge, experience etc.	* M.O.A.
1.	Possess relevant professional qualifications, to at least NVQ level 3, H & SC or equivalent (or willing to work towards)	A/C
2.	Have good communication skills, both orally and in writing, with the ability to communicate sensitively and appropriately with children, parents/carers and other professionals and to deal effectively with people at all levels from a broad range of organisations	I
3.	Ability to undertake assessments, prepare reports and record accurately	A
4.	Understanding of child development and the implications for the future health and wellbeing of children and young people.	I
5.	Demonstrate good observation skills and the awareness of the importance of verbal and non verbal communication	I
6.	Demonstrate an understanding of safe working practice with regard to safeguarding policies and procedures	A/I
7.	Experience of working with children and families.	A
8.	An ability to demonstrate an understanding of the need for confidentiality.	A/I

Essential criteria	Necessary requirements – skills, knowledge, experience etc.	* M.O.A.
9.	Willingness and confidence to chair TAF meetings.	I
10.	Able to demonstrate basic IT skills, including Emails, word processing and recording on databases.	A
11.	Commitment to equal opportunities and understanding of the impact of deprivation and poverty on families	A/I
12.	Willingness to work flexibly in order to meet the needs of the school.	A
13.	Ability to work as part of a team or on own initiative.	I
14.	Experience of working in a multi disciplinary way	A/I
15.	Ability to work in partnership with families, remain child focused and assess the needs of children.	I
16.	Excellent Numeracy/literacy skills - equivalent to Level 2 in English and Maths.	A/I
17.	Working knowledge of national curriculum and other relevant learning programmes.	

Desirable criteria	Necessary requirements – skills, knowledge, experience etc.	* M.O.A
1.	Experience or knowledge of Triple P or Webster Stratton models.	A
2.	Experience of Planning, Teaching and Assessing learning in a primary environment	A
3.	Possess full driving licence and have a suitable vehicle available for work purposes	A
4.	Meet Higher Level Teaching Assistant standards or hold equivalent qualification.	

A = Application form, **C** = Certificate, **I** = Interview,