



**PERSON SPECIFICATION
FAMILY LIASON ADVISOR**

Attributes	Essential	Desirable	Method of Assessment
Education and Qualifications	<ul style="list-style-type: none"> GCSEs in Maths and English or equivalent Willing to undertake professional development 	<ul style="list-style-type: none"> Qualification relevant to the role 	AF
Experience		<ul style="list-style-type: none"> Experience of working with pupils with SEN Understanding of children's services Understanding of safeguarding protocols 	AF; I
Skills and Ability	<ul style="list-style-type: none"> Good interpersonal skills Effective communicator Excellent time keeping management Ability to maintain confidentiality and deal with sensitive information Knowledge of Microsoft software 		I; R
Fluency in English	<ul style="list-style-type: none"> The ability to support pupils/families through fluent and accurately spoken English. 		I
Motivation	<ul style="list-style-type: none"> Self-Motivation Enthusiasm Initiative Able to lead by example Willing team member Sense of responsibility Supportive Commitment to equal opportunity and to anti-oppressive and anti-discriminatory practices 		I; R
Circumstances and Health	<ul style="list-style-type: none"> Attend Training days Suitability to work with children Ability to complete first aid training Driving license and access to car Lone working is essential 		AF; I

Key: Application Form (AF)

Interview (I)

References (R)

CLPT Riversides School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.