



Quarrydale Academy

PERSON SPECIFICATION: Family Liaison Officer

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Attributes		Essential	Desirable
Training & Qualifications	Educated to at least GCSE Grade C (or equivalent) in English & Mathematics	Y	
	Safeguarding CPD	Y	
	Good level of general education	Y	
Experience	Experience of attendance related interventions		Y
	Experience of working with vulnerable children, young people or adults.	Y	
	Experience of working with children, young people or adults with a range of needs.		Y
	Experience of working in an education establishment.		Y
	Experience of working with families and/or outside agencies		Y
	Experience of keeping written, confidential records.	Y	
Knowledge	An awareness of child protection issues and safeguarding legislation.	Y	
	Knowledge of various intervention strategies of benefit to the welfare and development of young people.	Y	
	An understanding of issues linked to confidentiality.	Y	
	Knowledge of the referral processes to a variety of agencies.		Y
	Knowledge and understanding of medical issues and personal choices relating to young people in the following areas: healthy eating; eating disorders; drugs, smoking and substance abuse; behaviour; sexual health; personal image		Y
	Knowledge of various intervention strategies of benefit to the welfare and development of young people.		Y
Skills and abilities <i>(Applicants should be able to provide evidence that they have the necessary personal skills and abilities)</i>	Be able to support and actively promote the values and beliefs of the Academy.	Y	
	Ability to confidently provide challenge and support in interactions with parents and young people	Y	
	Have the ability to communicate effectively with children and adults at all levels, both individually and within groups.	Y	
	Be able to demonstrate ICT skills for professional use.	Y	
	Have the ability to analyse data.	Y	
	Have the ability to use initiative and work autonomously.	Y	

<i>required by the post.)</i>	Display an understanding of working as part of a team, including working alongside external agencies and families.	Y	
	Display a willingness to take responsibility for continued professional development.	Y	
	Have the ability to cope with stressful situations.	Y	
	Demonstrate enthusiasm for the role.	Y	
	Be able to work flexible hours if required.		Y
	Discretion and understanding of confidentiality	Y	
	A full driving licence and own car with business cover	Y	
Legal requirements	Fully Enhanced DBS clearance is required.	Y	