

Job Requirements	Essential	Desirable	Method of Assessment*
<b>Qualifications</b>			
GSCE grade C or above (or equivalent) in English and Maths	✓		A
Evidence of recent relevant training/experience in supporting families		✓	
<b>Experience</b>			
Experience of working with children aged 4 – 11	✓		A
Working with and supporting pupils and their families		✓	A/I
Completing referrals to an outside agency		✓	A
Designated safeguarding lead experience		✓	A
<b>Skills, knowledge and Understanding</b>			
Good communication skills with a positive and enthusiastic approach.	✓		I
High level of personal organisation	✓		I
Able to prioritise and manage workload effectively to secure successful outcomes.	✓		A/I
Able to work calmly under pressure	✓		I
Careful attention to detail	✓		A/I
An understanding of the developmental needs of children (4 – 11)	✓		A/I
An understanding of the need to respect confidentiality at all times.	✓		A/I
The ability to work as a member of the school team relating to colleagues, visiting professionals and parents in a professional manner at all times.	✓		
An understanding of 'Keeping Children Safe in Education' and associated safeguarding procedures in nurseries / schools.	✓		A/I
Knowledge of external agencies that can support families with a range of needs		✓	A/I
Ability to relate to parents when advising and supporting their child.	✓		A/I
Ability to deal with difficult / sensitive situations and resolve conflict	✓		A/I
Ability to build positive relationships with all	✓		

stakeholders.			
<b>Other Requirements</b>			
A commitment to on-going personal development and willingness to undertake appropriate training	✓		
Evidence of commitment to safeguarding and protecting the welfare of children	✓		

\* I - Interview

A - Application Form

*The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for the successful applicant.*