

	Essential	Desirable	Possible Evidence
Qualifications and Experience	<ul style="list-style-type: none"> • Basic Communication skills. • Good written and spoken English. • Ability to write reports and maintain records. • Some experience of working with children and families. 	<ul style="list-style-type: none"> • Experience of working with vulnerable children and families. (Paid / voluntary) • Knowledge of child protection issues • Previous experience as an Home School Liaison Officer or related profession • Previous experience of dealing with members of the public • Ability to work in a demanding environment and meet deadlines • GCSE English and maths or equivalent • An understanding of the education system • To recognise and understand the reasons for non-school attendance • To have an understanding of partner agencies referral procedures and constraints • Excellent written and verbal communication skills • Experience of working with young people • Experience of understanding of local government and other public services as they relate to children and families 	<ul style="list-style-type: none"> • Application Form • Copies of certificates • Letter of application • Portfolio
Knowledge, Understanding & Skills	<ul style="list-style-type: none"> • Understanding of the importance of safeguarding • Demonstrate the ability to learn and adapt from past experience • Take advice and act upon it • Ability to work as part of a team. • Knowledge of planning and developing children's social skills. • Knowledge of relevant education legislation and of the Children Act • 	<ul style="list-style-type: none"> • Ability to contribute to the maintenance of pupils' records of progress / development • Ability to write complex reports and Court papers • Ability to work in multi-agency environments • Ability to exercise authority appropriately • Understanding of how learning environments support high standards • Knowledge of health and safety policies. • Knowledge of complaints procedures. • Knowledge and skills for dealing with challenging behaviours. 	<ul style="list-style-type: none"> • Application form • Letter of application • Portfolio • Interview
Personal Skills	<ul style="list-style-type: none"> • Communicate effectively with pupils, parents & colleagues • Can work as part of a team • A positive attitude towards children and families experiencing difficulties. • Ability to work on own initiative. • Willing to undertake further training as required for the post. • Good interpersonal and oral communication • • High level of patience and sensitivity 	<ul style="list-style-type: none"> • Sociable & outgoing • Takes an interest in and is willing to support school events • Sense of humour • Ability to plan tasks for the day/week independently. 	<ul style="list-style-type: none"> • Application form • Letter of application • Portfolio • Interview

Other Personal Qualities	<ul style="list-style-type: none"> • Able to maintain confidentiality • Self-evaluative, positive & adaptable to changing circumstances & new ideas • Able to use initiative • Possess good organisational skills • Be flexible and adaptable to the changing needs of the children and families. 	<ul style="list-style-type: none"> • Basic IT skills • Proactive in offering ideas • Able to select and prepare teaching resources 	<ul style="list-style-type: none"> • Application form • Letter of application • Portfolio • Interview

Above all, you need to like children, want the very best for them and be prepared to put their needs first. You must recognise the importance of the whole child; be able to include all learners and support them to achieve high standards, within a creative, broad and innovative curriculum.