

GLF Schools - Person Specification

Job Title: Family Support Advisor		
	Essential	Desirable
Education and Qualifications		
Maths and English GCSE or equivalent (Grade C)	x	
Full driving licence and access to a car with business use insurance	x	
Current DSL training or a commitment to undertake	x	
NVQ Levels 2,3 and 4 in Children's Care, Learning & Development or Health & Social Care, BTEC National Certificate or Diploma in Children's Care, Learning & Development or CACHE Certificate or Diploma in Childcare & Education		x
Training in counselling skills or similar		x
Training in facilitating parenting groups		x
Trained as a Parenting Puzzle course facilitator		x
Experience		
Wide knowledge of other agencies and local services	x	
Early Help training		x
Extensive experience of working with parents and families	x	
A knowledge of child development and an insight into the needs of young children and their parents	x	
An understanding of 'Keeping Children Safe in Education" and a working knowledge of the Children Act 1989, particularly in relation to Child Protection.	x	
Knowledge of referral route and how to raise concerns		x
Experience of working within a school		x
Personal Attributes		
Ability to facilitate discussion and lead small group sessions	x	

High standard of effective and sensitive communication with adults and children, both verbal and written, including appropriate record keeping	x	
Good networking skills and an awareness of the need for confidentiality	x	
Ability to build good working relationships	x	
Ability to put in place professional boundaries	x	
An open and non-judgemental approach	x	
Commitment to support people in difficult circumstances	x	
Empathy, patience, diplomacy, good listening skills, flexibility and ability to stay calm under pressure	x	
Resilience and ability to manage change and stress	x	
Good team working skills and the ability to work independently	x	
Commitment to anti-discriminatory practice and an understanding of equal opportunities	x	
Willingness to learn	x	
Ability to work with other professionals	x	
Self-motivated, enthusiastic, creative and adaptable	x	
Safeguarding		
<p>GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.</p>		