

Person Specification – Home School Link Worker

Windale School is committed to safeguarding the welfare of children and young people and expect all staff and volunteers to share this commitment

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Educated to GCSE level (or equivalent) with English and Maths at grades A*-C/ 9 – 4. • A level / NVQ level 3 	<ul style="list-style-type: none"> • Graduate
Skills and experience	<ul style="list-style-type: none"> • Understanding of the education system and developmental needs of children. • IT Literate and experience of Microsoft packages. • Previous experience of working with or teaching children/young people. • Experience of collecting data and analysing it. • Ability to communicate effectively with outside agencies. 	<ul style="list-style-type: none"> • Understanding the SEND Code of Practice • Experience of working to safeguard children and their families. • Experience of writing reports, collating evidence and attending meetings in relation to safeguarding children • Level 3 Designated Safeguarding Lead Training
Personal Attributes	<ul style="list-style-type: none"> • Ability to work effectively as a member of a team and on own initiative. • Ability to communicate effectively with children and adults. • Able to demonstrate high standards of integrity, confidentiality and reliability. • Flexible approach that adapts to changing environment. • Ability to liaise effectively and professionally with outside agencies. • Ability to work under pressure and support children in a calm, patient, positive and respectful manner. • Willingness to undertake appropriate further training. • Well-organised. 	
Other	<ul style="list-style-type: none"> • Appropriate DBS clearance, references and checks (before the post is taken up). 	