



MANOR DRIVE PRIMARY ACADEMY
PASTORAL AND FAMILY SUPPORT CHAMPION
PERSON SPECIFICATION



The Manor Drive Academies are committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

	Essential	Desirable
Qualifications and experience	<p>English and Maths qualifications (Grades A-C at GCSE level or equivalent)</p> <p>Confident and competent in written English.</p> <p>Competent IT skills.</p> <p>Knowledge and awareness of issues and factors related to underachievement and barriers to learning and participation.</p> <p>Two years' experience as a TA.</p> <p>Experience of working with children with a range of social, emotional and/or behavioural difficulties.</p> <p>Experience of working in partnership with parents and carers.</p>	<p>ELSA qualification</p> <p>NVQ Level 3 in a relevant field or Level 3 Teaching Assistant qualification</p> <p>Experience of working with children who have a wide variety of educational needs.</p> <p>Wider professional development and/or training in therapeutic approaches and positive parenting.</p> <p>Experience of completing Early Help Assessments and contributing to TAF meetings, including knowledge of the Early Help Module (Liquid Logic).</p>
Knowledge and understanding	<p>Knowledge and understanding of the EYFS & National Curriculum.</p> <p>A knowledge and understanding of:</p> <ul style="list-style-type: none">• how children develop through ages and stages;• social-emotional learning and behaviour strategies.• how to support children in literacy and numeracy;• how to support children with a range of special educational needs and disabilities;• how children learn and how to motivate them.	<p>Understanding of how children's achievements are assessed and recorded.</p> <p>Knowledge of assessment tools and strategies designed to assess children's social and emotional development (e.g. rating scales, SDQ questionnaire).</p>
Skills	<p>Confidence and ability to work with children from EYFS to Year 6.</p> <p>Able to work independently and from own initiative.</p> <p>Ability to engage and enthuse children in their learning.</p> <p>Understanding of and ability to maintain confidentiality.</p> <p>Good organisational and time management skills.</p> <p>Excellent problem solving and conflict resolution skills.</p>	<p>Provide support and advice to other members of staff.</p> <p>Ability to write session plans as part of an engaging programme of support.</p> <p>Has the capacity to understand and apply evidence-based and psychological concepts.</p> <p>Ability to develop links with agencies that provide external support for children and promote learning opportunities for parents/carers.</p> <p>Experience of leading parent information workshops.</p>

	<p>To keep high-quality records of meetings and interventions, in line with school protocols.</p> <p>Understanding and knowledge of child protection and safeguarding protocols.</p>	
<p>Personal characteristics</p>	<p>Good people skills, demonstrating sensitivity, empathy, patience, tact, tolerance and the ability to stay calm in challenging situations.</p> <p>Friendly, flexible, open and positive attitude, with the ability to work collaboratively with colleagues, families, students and external agencies.</p> <p>Hard working and enthusiastic.</p> <p>Able to build trusting relationships with children who are experiencing social-emotional wellbeing needs.</p>	<p>Willingness to participate in further training and developmental opportunities offered by the school to further their knowledge.</p>