 **Kirton Lane Primary School Family Manager Person Specification**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Criteria** | Essential (E) / Desirable (D) | Application form | Interview | Reference |
| **Qualifications** |  |  |  |  |
| 4 GCSE’s (Grade A-C) or equivalent including Maths and English.  | E |  |  |  |
| Advanced Safeguarding Training | E |  |  |  |
| Recognised parenting training i.e.: Behaviour Training/Solihull/ Webster Stratton/ Thrive/ Triple P | D |  |  |  |
| Professional qualifications relevant to the post such as social work, teaching, youth work or other relevant qualification | E |  |  |  |
| Ability to travel around the borough | E |  |  |  |
| **Knowledge and experience** |  |  |  |  |
| Evidence of recent management and organisational experience  | E |  |  |  |
| Ability to identify work priorities and manage own work load to meet deadlines, | E |  |  |  |
| Ability to show sensitivity, confidentiality and objectivity in dealing with cases. | E |  |  |  |
| Working with outside agencies such as CAMHS/ Social Services | E |  |  |  |
| Understand the developmental needs of a child. | E |  |  |  |
| Informal counselling skills | D |  |  |  |
| Evidence of caseload management of families | E |  |  |  |
| Lead and participate in multi- agency meetings at the level of Child Protection, Child in Need and Team around the Child. | E |  |  |  |
| Experience of developing new strategies to enhance the life opportunities of children and families | D |  |  |  |
| Knowledge of Early Help Assessments and / or child protection online monitoring system (CPOMs) | D |  |  |  |
| Ability to communicate with a range of audiences including : colleagues, Governors, LA, members of the local community  | E |  |  |  |
| Working knowledge of SIMS and attendance systems | D |  |  |  |
| **Skills and abilities** |  |  |  |  |
| Excellent oral and written communication skills | E |  |  |  |
| Ability to work as a member of the team and work on own initiative  | E |  |  |  |
| Line management of pastoral learning support  | D |  |  |  |
| Excellent ICT, administration, time management and self-motivation skills  | E |  |  |  |
| **Other** |  |  |  |  |
| Willingness to participate in further training and development opportunities offered by the school.  | E |  |  |  |
| Have flexibility in their working pattern. | E |  |  |  |
| Excellent attendance and punctuality | E |  |  |  |
| Ability to demonstrate commitment to Equal Opportunities  | E |  |  |  |
| Ability to relate to and promote the positive ethos of the school  | E |  |  |  |
| Commitment to school improvement and raising achievement for all students | E |  |  |  |