

**EMPLOYEE SPECIFICATION**

When filling in the application form please demonstrate with clear, concise examples how you meet the requirements of the post. You will be assessed in relation to the *Essential and Minor* criteria. Please bear in mind that you must possess the Essential Criteria on day 1 to be able to do the job. If there are large numbers of applicants for the post then all of the criteria will be used for shortlisting. Under the Disability Discrimination Act, we recognise and welcome our responsibility to remove any barriers in our recruitment and selection process. We have tried to assess this in our Job Description and Employee Specification, however if you feel that there are barriers, please tell us in the application form. As part of the DDA we are committed to making reasonable adjustments, wherever possible and it would help us to know your needs in order to do this.

<b>Post Title: Pupil &amp; Family Support Worker</b>	<b>Directorate: Children, Young People and Families</b> <b>Location: Holy Rood Catholic Primary School</b>	<b>Grade/Scale: 6</b>
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Criteria No	Attributes	Criteria	How Identified	Rank
1	<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>Experience and understanding of children within their family context.</li> </ul>	Application form/Interview	Essential
2		<ul style="list-style-type: none"> <li>Demonstrable experience of delivering individual or group-based support</li> </ul>	Application form/Interview	Essential
3		<ul style="list-style-type: none"> <li>Experience within the field of mental health, education, social services/welfare or the voluntary sector etc. with children.</li> </ul>	Application form/Interview	Essential
4		<ul style="list-style-type: none"> <li>An in-depth awareness of child protection issues and the relevant procedures</li> </ul>	Application form/Interview	Essential
5		<ul style="list-style-type: none"> <li>Deputy Designated Safeguarding Lead experience</li> </ul>	Application form/Interview	Desirable
6		<ul style="list-style-type: none"> <li>Experience of covering in classrooms across school in absence of the teacher.</li> </ul>	Application form/Interview	Essential
7	<b>Education and Training Attainments</b>	<ul style="list-style-type: none"> <li>A minimum of 5 GCSE including Maths and English, or equivalent</li> <li>Minimum of NVQ Level 3 or equivalent in a related discipline</li> <li>Educational achievements sufficient to support clear reporting and presentation skills.</li> </ul>	Application form/Interview	Essential
8	<b>General and Special Knowledge</b>	<ul style="list-style-type: none"> <li>Knowledge of the social and emotional factors that affect a child's capacity to learn.</li> </ul>	Application form/Interview	Essential

Criteria No	Attributes	Criteria	How Identified	Rank
9		<ul style="list-style-type: none"> <li>Knowledge of available support services and referral routes or willingness to gain this.</li> </ul>	Application form/Interview	Essential
10		<ul style="list-style-type: none"> <li>Awareness of the legislation affecting school attendance requirements.</li> </ul>	Application form/Interview	Essential
11		<ul style="list-style-type: none"> <li>Knowledge of the Early Help Assessment</li> </ul>	Application form/Interview	Desirable
12	<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>Relate to parents, children and young people in an empathetic manner.</li> </ul>	Application form/Interview	Essential
13		<ul style="list-style-type: none"> <li>Develop a rapport with pupils and their families.</li> </ul>	Application form/Interview	Essential
14		<ul style="list-style-type: none"> <li>Deal with difficult situations and/or individuals in a calm, fair but strong and effective manner.</li> </ul>	Application form/Interview	Essential
15		<ul style="list-style-type: none"> <li>Deal with sensitive issues in confidence; Influence others, managing discussions effectively to ensure desired actions are achieved.</li> </ul>	Application form/Interview	Essential
16		<ul style="list-style-type: none"> <li>Support learning by giving constructive feedback and coaching.</li> </ul>	Application form/Interview	Essential

Criteria No	Attributes	Criteria	How Identified	Rank
17		<ul style="list-style-type: none"> <li>Communicate effectively – face to face or by telephone, with children/parents/staff/head teacher/social workers etc.</li> </ul>	Application form/Interview	Essential
18		<ul style="list-style-type: none"> <li>Write reports and letters relevant to issues for school matters and attendance.</li> </ul>	Application form/Interview	Essential
19		<ul style="list-style-type: none"> <li>Prioritise workloads and work to deadlines.</li> </ul>	Application form/Interview	Essential
20		<ul style="list-style-type: none"> <li>Work as part of a team and use own initiative when required.</li> </ul>	Application form/Interview	Essential
21		<ul style="list-style-type: none"> <li>Work flexibly and manage own time to best effect even when under pressure.</li> </ul>	Application form/Interview	Essential
22		<ul style="list-style-type: none"> <li>Report and account to line manager as appropriate.</li> </ul>	Application form/Interview	Essential
23		<ul style="list-style-type: none"> <li>Demonstrate awareness/commitment to upholding equal opportunities policies.</li> </ul>	Application form/Interview	Essential
24		<ul style="list-style-type: none"> <li>Maintain an effective record keeping system.</li> </ul>	Application form/Interview	Essential
25		<ul style="list-style-type: none"> <li>Undertake relevant training.</li> </ul>	Application form/Interview	Essential
26	<b>Additional Factors</b>	<ul style="list-style-type: none"> <li>Unequivocal references will be required.</li> </ul>	Application form/Interview	Essential
27		<ul style="list-style-type: none"> <li>The responsibilities of the post require the post-holder to have significant unsupervised contact with pupils and their families and enhanced DBS disclosure will be required prior to appointment. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974.</li> </ul>	Application form/Interview	Essential