**PERSON SPECIFICATION**

Job Title: Pupil Engagement Worker

Grade: Band F

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|  |  | Essential | Desirable |
| **EXPERIENCE**  (Relevant work and other experience) | Experience of working with young people aged 3-11 | 🗸 |  |
|  | Proven track record of successfully working with disaffected young people | 🗸 |  |
|  | Experience of working in a primary school setting |  | 🗸 |
| **SKILLS AND ABILITIES**  Written communication skills, dealing with the public | An ability to communicate effectively with children, parents and multi agencies | 🗸 |  |
|  | An ability to work autonomously and as part of a team | 🗸 |  |
|  | Good organisation, time management, communication and interpersonal skills | 🗸 |  |
|  | Good research and planning skills | 🗸 |  |
|  | Knowledge of the main aspects of the organisation of primary schools | 🗸 |  |
|  | Knowledge of the principles involved in giving advice and guidance to young people including the place of confidentiality and sharing information | 🗸 |  |
|  | Knowledge of the rights and responsibilities of parents |  | 🗸 |
|  | The ability to liaise with and gain the confidence of all school staff | 🗸 |  |
|  | A clear understanding of the factors which lead to educational barriers to learning | 🗸 |  |
|  | Knowledge and understanding of strategies to remove barriers to learning in young people | 🗸 |  |
|  | Knowledge of the range of additional support/agencies available for students |  | 🗸 |
|  | Good ICT skills | 🗸 |  |
|  | The ability to work flexibly | 🗸 |  |
|  | The ability to find creative and imaginative solutions to problems |  | 🗸 |
|  | The ability to produce detailed, concise evaluative reports | 🗸 |  |
|  | The ability to develop/deliver programmes to reduce barriers to learning | 🗸 |  |
|  | To plan with the Inclusion Leader and class teachers | 🗸 |  |
| **TRAINING** | Willingness to undertake relevant training | 🗸 |  |
| **EDUCATION/QUALIFICATIONS** | Relevant training for working with young people aged between 3 – 11 | 🗸 |  |
|  | NVQ accreditation in a relevant subject or area or related experience |  | 🗸 |
| **ATTITUDES** | A commitment to and an enthusiasm for the post | 🗸 |  |
|  | Adaptability and a professional approach to the responsibilities of the post | 🗸 |  |
|  | An understanding of and commitment to the equal opportunities policies of the LA and the school | 🗸 |  |
| **OTHER FACTORS** | Attendance at some evening and early morning meetings may be required |  |  |

ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE COUNCIL’S EQUAL OPPORTUNITIES POLICY