Student and Family Support Worker – Person Specification

	Essential	A/I	Desirable	A/I
Education and Qualifications	• GCSE Grade C or equivalent in English and Maths	A	• Graduate	A
Professional Experience and Knowledge	• Knowledge of the legal and procedural framework relating to safeguarding, including the roles and responsibilities of services and engaging with them	A/I	• Prior experience of working within a similar role, or within Children's Services, combined with knowledge of the current Ofsted inspection regime • Previous experience of keeping accurate, detailed, records and writing concise reports • Evidence of having undertaken recent training and development opportunities appropriate to the post	A A/I A
Skills, Knowledge and Aptitude	• Exceptional interpersonal and communication skills, with the demonstrable ability to adapt your style to work with, and meet, the needs of a variety of different groups • Ability to take initiative, lead, motivate, inspire and support students to achieve excellence • Ability to use IT systems effectively including Microsoft Office • Ability to work under pressure, prioritise and meet deadlines	A/I A/I A/I A/I	• Ability to take responsibility for own development	A/I
Personal Qualities	• Ability to work collaboratively and effectively within a team environment • Able to liaise appropriately and sensitively with colleagues, students, parents and carers • A commitment to diversity and equality • A professional approach in all areas of work • A commitment to the safeguarding of children and young people	A/I A/I A/I A/I A/I A/I		

	• Ability to work independently and to show initiative	A/I		
	• A high degree of personal integrity and the demonstrable ability to deal with confidential information with discretion, sensitivity and professionalism			
	• Optimism and emotional resilience combined with an understanding that you may be involved with potentially distressing situations in the course of your work	A/I		

A = *Application/ References*; **I** = *Interview/ In-Tray Tasks*