PERSON SPECIFICATION

Severndale Specialist Academy

Family Liaison Officer

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW ASSESSED
Qualifications and Training	• NVQ level 3 or equivalent e.g. in Education, Health or Social Care, Community Development or Diploma in Youth & Community Work • The achievement of English and Maths or equivalent to level 2 of the National Qualification Framework • Evidence of continued professional development • Willingness to undertake further training to provide appropriate services in relation to child and family support services.	• Degree level qualification • Safeguarding Training • Accredited to deliver an evidence based programme e.g. Understanding your Child	A, D, I
Experience and Knowledge	• Significant experience of working with families, children and young people. • Knowledge and understanding of current issues in child development and parenting. • Knowledge and understanding of and empathy with the dynamics and complexity of family life. • Experience of assessing the needs of families, children and young people. • Experience of providing relevant advice and information to families, and providing support through group-based activities. • Experience of working with professionals in other agencies who work with children, young people or their parents to achieve targeted outcomes. • Experience of recording information about families, and maintaining these appropriately. • Experience of working with vulnerable families. • Experience of home-visiting. • Experience of working in a multi-agency environment. • Experience of working in a school environment.	• Experience of working in a diverse community. • Knowledge and understanding of statutory guidance on children missing education.	A, D, I
Specialist Skills and	• Excellent written and verbal communication. • Able to communicate effectively with children, young people,		D, I

PERSON SPECIFICATION

Severndale Specialist Academy

Family Liaison Officer

abilities	families, service providers and partners, both orally and in writing. • Excellent assessment skills. • Demonstrate the ability to implement support plans and evidence outcomes. • An ability to positively engage parents/carers and children and young people. • Ability to prioritise workloads, meet demands and evaluate effectiveness of own work. • Ability to ensure the voice of the family, child and young people are heard, including participation in the plan. • Ability to develop excellent exit plan ensuring that families are supported by universal services.		
Personal Skills and attributes	• Clear communication skills. • Good time management. • Ability to prioritise and meet deadlines. • Motivated and enthusiastic. • Evidence of good report writing. • Flexible and supportive to the needs of children and families. • Non-judgemental approach. • Use of initiative; ability to work under own initiative and as team player. • A commitment to continuing professional development. • Ability to maintain high professional standards even when working under pressure. • Good team player. • Able to lead and facilitate group activities, harnessing enthusiasm, energy and skills. • Able to deal with conflict appropriately.	• An understanding of the factors that contribute to vulnerabilities. • Drive and enthusiasm to support development of new integrated ways of working.	
Job related personal skills	• Decision making and problem solving skills. • Ability to reflect on own practice.		A, D, I

PERSON SPECIFICATION

Severndale Specialist Academy

Family Liaison Officer

	• Ability to develop innovative approaches to complex problems. • Ability to evaluate the outcomes of a programme and communicate this to other professionals		
Special Working Conditions	• The post holder must possess a full driving license • Alternative travel arrangements will be discussed with disabled candidates. • Flexible working hours to ensure proper discharge of duties		A, D, I

Method of Assessment: (A) application form, (D) providing documents, (I) interview, (R) references