



Family Liaison and Attendance Officer



Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications/ Training/ Competencies	Good level of education with a minimum of 5 GCSE's at A* - C /9 – 4 or equivalent.	NVQ Level 3 or equivalent in a relevant area Additional qualifications as evidence of supporting children and / or their families with additional needs
Experience	Experience of working with children and families Working as part of a team Evidence of experience of working with children and families in difficulty Experience of multiagency working and Safeguarding procedures	Ability to display an understanding of social/welfare issues as they affect children, families and schools Experience of working with people with mental health problems
Knowledge and Skills	Demonstrate competence in written and verbal communications, including the communication of highly complex/sensitive information Knowledge of issues affecting families and parenting needs of children Knowledge of available support services Excellent ICT skills including proficiency in the use of Email, MSWord, MExcel and Bromcom Positive Behaviour Management Good interpersonal skills including mediation and conflict resolution. Demonstrable awareness of legislation relating to the welfare and protection of Children	Knowledge of the procedures for Early Support Plan (Previously known as EHA) An understanding of the needs and difficulties which people with mental health problems or other disabilities face Trained in Positive Handling

Personal Attributes	An interest in and ability to work with children and families with, or at risk of developing, mental health problems An ability to interact effectively with staff from all disciplines and agencies An ability to work independently and on own initiative; reliably and consistently with work agreed and managed at regular intervals Good team player High expectations of self and children Self- motivated Ability to promote inclusion for all pupils Ability to maintain a professional manner in challenging situations. Confidence to challenge other professionals	
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