**Family Engagement and Support Officer-Person Specification**

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| **ESSENTIAL REQUIREMENTS** | **DESIRABLE REQUIREMENTS** |
| **EDUCATIONAL QUALIFICATIONS AND TRAINING** |
| GCSE or Equivalent in Maths and English | Relevant NVQ at level 2 or 3 eg Health and Social Care |
| **EXPERIENCE KNOWLEDGE AND UNDERSTANDING** |
| Evidence of being part of a successful team | Experience of supporting pupils with SLD, PMLD, ASC or in an Early Years setting |
| Ability to organize and manage their own time and workload effectively and flexibly | Experience of working in a public facing service |
| Ability to be pro-active and creative in sourcing avenues of support for pupils and families |  |
| **SKILLS AND ABILITIES** |
| Use own initiative as well as follow detailed instructions | Have a working knowledge of Microsoft Office |
| Demonstrate empathy and a caring approach | Have a working knowledge of Management Information Systems |
| Communicate effectively with families of Kingfisher School |  |
| Communicate effectively with other professionals both within school and other settings |  |
| Ability to support parents and carers to improve outcomes for their children |  |
| Demonstrate good verbal and written communication skills |  |
| Ability to work effectively with a range of professionals to share information and improve outcomes for pupils |  |
| Ability to participate and effectively lead meetings with Parents and other professionals ensuring there is a clear agenda and outcome from the meeting |  |
| Ability to analyse and interpret data |  |
| Proactive in getting to know our pupils and their families  |  |
| ICT literate |  |
| Demonstrate emotional resilience under pressure |  |
| **SAFEGUARDING** |
| Awareness of Safeguarding procedures | Secure knowledge and understanding of best practice and procedures for safeguarding children and youngPeople |
| Knows of and how to implement the recommendations of ‘Keeping Children Safe in Education’ Statutory Guidance for Schools and Colleges | Has received training in Safeguarding and Child Protection  |
| Be prepared to undertake enhanced Safeguarding training | Has recent experience of working as a DSL or in a Safeguarding Team |

\*Full clean driving licence and access to own vehicle is essential-mileage is claimable at £0.45 per mile