**The Gateway School – Personal Specification for**

**Family Liaison Worker**

|  |  |  |
| --- | --- | --- |
| Attributes | Essential | Desirable |
| * **Qualifications and Training** | * Educated to a high standard in literacy and numeracy. * Knowledge of child protection and safeguarding policies and procedures * Knowledge of general pastoral procedures and practice | * Knowledge of absence and attendance protocols and policies. |
| * **Experience** | * Working to support families in the home environment. * Working with children with challenging behaviours. * Communicating and working effectively, confidently and respectfully with senior colleagues whilst maintaining confidentiality. * Working within a partnership context, including coordinating collaborative actions and plans. | * Knowledge and experience of pastoral programs used within School.   E.g., Protective Behaviours, Anger Management, Restorative Approaches   * Previous experience of working within a school environment. * Working with children with special needs. |
| * **Skills, knowledge and attributes** | * Effective communication and interpersonal skills. * Ability to work under own initiative with sound personal, administration and time management skills. * Ability to write clear and concise reports and keep organised and accurate records * Basic IT knowledge and competent in word processing | * To have had previous training in Positive Handling |
| * **Equal opportunities** | * Ability to demonstrate awareness and understanding of equal opportunities. |  |
| * **Personal and professional attributes** | * Effective listening, mediation and negotiating skills * Ability to engage hard to reach children / young people who are in crisis. * To be able to work effectively under pressure. * Ability to think ‘out of the box * To hold a full driving license. |  |
| * **Partnership working** | * Experience of multi – disciplinary working. |  |