**The Gateway School – Personal Specification for**

**Family Liaison Worker**

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| 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.

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| * **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.
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| * **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

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| * **Equal opportunities**
 | * Ability to demonstrate awareness and understanding of equal opportunities.
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| * **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.

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| * **Partnership working**
 | * Experience of multi – disciplinary working.
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