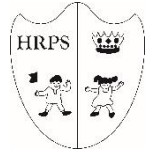




Houghton Regis Primary School

"Houghton Regis Primary School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children".



Person Specification

Job Title: Family Engagement and Pastoral Support Worker

Please make sure you give clear examples of how you meet the essential and desirable criteria when completing your application form.

Attributes	Essential	Preferred
Qualifications/ Training	<p>Good general level of education especially in English and maths, at least level 3.</p> <p>Safeguarding training at a minimum of level 2.</p> <p>Knowledge of CPOMs or a similar reporting system.</p>	<p>Evidence of ongoing CPD and training.</p> <p>Training relevant to the role e.g. drawing and talking.</p> <p>Safeguarding training – Level 3</p>
Knowledge (Knowledge, abilities, skills, experience)	<p>Ability to use IT effectively and appropriately, with high accuracy levels.</p> <p>Ability to analyse data to inform decisions.</p> <p>Ability to ensure tasks are seen through to completion, ensuring all stakeholders are kept up-to-date with progress.</p> <p>Ability to communicate appropriately at all levels within the school, and with parents, visitors and external organisations.</p> <p>Ability to build good working relationships with colleagues and to be an active team member.</p> <p>Ability to work at pace and meet deadlines.</p> <p>Ability to adapt to change and the introduction of new working practices.</p> <p>Emotional resilience in working with challenging behaviours and attitudes.</p>	<p>Knowledge of SIMS software.</p> <p>Knowledge of Studybugs or similar attendance tracking systems.</p>

<p>Experience</p>	<p>School experience within the last 3 years in this role, or similar.</p> <p>Proven experience of forward thinking and excellent organisational and planning skills.</p> <p>Experience of work within a school attendance related service or school administration.</p> <p>Experience of working with children, young people, parents and families preferably within an educational context.</p> <p>Experience of working with a range of IT systems.</p> <p>Experience of working with students, staff, parents and external agencies and completing reports based on professional advice.</p>	
<p>Personal Commitment</p>	<p>Commitment to equality and diversity in the workplace.</p> <p>Adhere to GDPR guidelines and the school's internal procedures.</p> <p>Adhere to the school's Safeguarding and Prevent policy and procedures.</p> <p>Adhere to the school's Health and Safety policy and procedures.</p>	<p>Willingness to undertake relevant training to the role.</p>