

EMPLOYEE SPECIFICATION

SECTION: All Schools Model

JOB TITLE: Family and Community Support Officer

GRADE: 8

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
1.	RELEVANT EXPERIENCE	1.1	Experience of working with children/young people in a school environment.	Application Form/ Selection Process.	A
		1.2	Experience of promoting partnership working e.g. with parents, schools and external agencies.	Application Form/ Selection Process	A
		1.3	Experience of working cooperatively with adults (including parents, families).	Application Form/ Selection Process	A
		1.4	Experience of delivering individual or group based support.	Application Form/ Selection Process	A
		1.5	Ability to develop high quality resources to communicate with parents, teachers, pupils and community members.		A
2.	EDUCATION AND TRAINING ATTAINMENTS	2.1	Educated to GCSE level or above including English and Maths grade 4 or equivalent and be able to demonstrate ability to work at this level.	Application Form/ Selection Process/ Certificate.	A
		2.2	Training in relevant strategies.	Application Form/ Certificate	A
		2.3	Competency in a local community language to enable interpretation/translation.	Application form/ Selection Process.	C
3.	GENERAL AND SPECIAL	3.1	Knowledge and understanding of Child Protection and safeguarding Procedures.	Application Form / Selection Process	A

	KNOWLEDGE	3.2	Understanding of available support services and referral routes.	Application Form/ Selection Process	A
		3.3	Oral competency in one identified heritage language.	Application Form/ Selection Process	C
		3.4	Understanding and commitment to the Local Authority's Equality and Diversity Policy and how this relates to the duties of the job.	Selection Process	
		3.5	Knowledge of assessment models and other family support strategies.	Selection Process	
		3.6	Awareness of the legislation affecting school attendance requirements.	Selection Process	
4.	SKILLS AND ABILITIES	4.1	Ability to relate to children/young people from diverse social backgrounds.	Application Form/ Selection Process.	A
		4.2	Ability to work as a team member and on own initiative.	Application Form/ Selection Process	A
		4.3	Ability to communicate effectively, sympathetically and confidentially at all levels to ensure desired outcomes are achieved, with colleagues, pupils parents, and external agencies.	Selection Process	
		4.4	Ability to use IT systems and packages to produce reports, records and contribute to policy development.	Selection Process	
		4.5	Ability to work efficiently and flexibly to meet work priorities and deadlines.	Selection Process	
5.	ANY ADDITIONAL FACTORS	5.1	Commitment to ongoing personal training and development.	Selection Process	
		5.2	Ability to adapt and be flexible to the needs of the school.	Selection Process	
		5.3	Hold a full and valid driving licence and a willingness to take the Kirklees minibus driver assessment/drive the school mini bus.	Application form	A

		Willingness to undertake an enhanced Disclosure and Barring Service check. Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process.	Selection Process	
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Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criteria on your application form. The letters A, B and C in the "Rank" column refer to the importance we will give your answers when we read your applications. You must have all the A's on day one to be able to do the job, you need to have all the B's to do the job, but they could be learnt during the induction, and if you have C criteria this would be an additional bonus. We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the "Selection Process", this may involve written exercises, group discussions, presentations, interview etc.

ES Reference No	
ES Prepared/Amended	November 2022
Refers to Estab(s)	Ravenshall School