



## Person Specification

**Post Title:** Family Support Worker

Attributes/Requirements	Essentials	Desirable	How Identified
Education, Qualifications and Vocational Training	<ul style="list-style-type: none"> <li>Safeguarding Level 3 qualification (valid) or commitment to achieving this.</li> <li>Willingness and ability to obtain and/or enhance qualifications and training for development in the post.</li> </ul>	<ul style="list-style-type: none"> <li>Early Help Lead Practitioner Qualification</li> <li>Degree, Diploma or professional qualification, eg NVQ Level 3 in related discipline such as education, social work</li> <li>Recent Safeguarding training</li> <li>Parent Support qualification</li> <li>First Aid Certificate</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>Examination of Certificates</li> <li>Interview</li> </ul>
Relevant Experience	<ul style="list-style-type: none"> <li>Ability to engage with and command respect in working with colleagues at all levels.</li> <li>Experience of working in a busy front line environment providing exceptional customer service</li> <li>Experience of report writing and presentation of information to a range of audiences.</li> <li>Successful experience in managing change.</li> <li>Successful experience of managing challenging and/or sensitive situations.</li> </ul>	<ul style="list-style-type: none"> <li>Working in a school environment</li> <li>Experience of using the MOSAIC system, CPOMS and SIMS system</li> <li>Report writing</li> <li>Experience of applying LA Attendance policy and procedures</li> <li>Experience in leading / attending CP/ CIN core groups and case conferences at DSL or DDSL level</li> <li>Experience in assessing needs and multi-agency collaboration/referral</li> <li>Experience as Lead Practitioner in multi-agency meetings.</li> <li>Experience of working in partnership with a variety of agencies</li> <li>Experience of leading training with staff</li> <li>Experience of working with parents in an advisory capacity</li> <li>Appropriate experience of working with children and their families.</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>References</li> <li>Interview</li> </ul>
Knowledge and Skills	<ul style="list-style-type: none"> <li>Working knowledge of Doncaster's Early Help Strategy and the Early Help Assessment</li> </ul>	<ul style="list-style-type: none"> <li>First Aid Certificate</li> <li>Working knowledge of using the MOSAIC system, CPOMS and SIMS procedures</li> <li>Knowledge of Child Employment law</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>Interview</li> </ul>

	<ul style="list-style-type: none"> <li>• Working knowledge of Keeping Children Safe in Education and Child Protection / Safeguarding procedures</li> <li>• Working knowledge of SEND and sources of support eg. CAMHS</li> <li>• Ability to communicate effectively to a variety of audiences using different means.</li> <li>• Ability to prioritise effectively and to prioritise work load and work to deadlines.</li> <li>• Ability to provide professional leadership and management of a staff team and contribute to the work of other teams to secure high delivery of service, effective use of resources and improved standards across the school.</li> <li>• Evidence of on-going professional development; attendance on courses, INSET, personal study etc.</li> <li>• Excellent IT skills including Office systems.</li> <li>• Excellent written/verbal communication skills.</li> <li>• Working knowledge of Health and Safety legislation and Safeguarding Children.</li> <li>• Proven track record as a successful practitioner within a community setting</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of LA Attendance policy and procedures</li> <li>• Knowledge of The Virtual School for Children who are Looked After by the LA</li> <li>• Knowledge of relevant legislation and how these apply to the school context</li> <li>• Knowledge of the range and type of interventions available and to apply these appropriately.</li> <li>• Experience of being Lead Professional in Early Help.</li> <li>• Knowledge of the social and emotional factors that affect a child's capacity to learn</li> <li>• Knowledge of childhood trauma and CBT therapy</li> <li>• Knowledge of available support services and referral routes</li> <li>• Self-motivation, prioritisation and time management skills</li> <li>• Ability to work as part of a team and also use own initiative when required</li> <li>• Ability to analyse and present information, including written reports</li> <li>• Ability to demonstrate creativity and development of new approaches and projects</li> <li>• Ability to deal with issues in a confidential manner</li> <li>• Ability to deal with difficult situations and/or individuals in a calm, fair and effective manner in both home and school contexts</li> <li>• Ability to use own judgement in dealing with sensitive issues in a confident manner.</li> <li>• Be fully conversant with DCSB and national safeguarding procedures</li> <li>• Be competent in the use of IT</li> <li>• Competency in referring to, and working with, other agencies.</li> </ul>	
--	--	---	--

Personal Characteristics	<ul style="list-style-type: none"> <li>• Ability to work under pressure and to deadlines.</li> <li>• Ability to work with minimum supervision in a methodical, organised and effective manner.</li> <li>• Ability to be flexible and work as part of a team.</li> <li>• Ability to lead, motivate and influence others.</li> <li>• Ability to relate well to children and adults.</li> <li>• Pleasant and empathetic manner.</li> <li>• Ability to work collaboratively with other team members.</li> <li>• Natural authority and confidence in dealing with people and situations.</li> <li>• Acts with integrity, honesty, loyalty and fairness.</li> <li>• High level of self-motivation</li> <li>• High personal and professional standards</li> <li>• Excellent interpersonal and professional skills</li> <li>• Commitment to continuing personal and professional learning and development</li> <li>• Commitment to upholding equal opportunities policies</li> <li>• Relate to young people and adults in an empathetic manner</li> <li>• Develop a rapport with parents and families</li> </ul>		<ul style="list-style-type: none"> <li>• References</li> <li>• Interview</li> </ul>
Physical Attributes	<ul style="list-style-type: none"> <li>• Medical clearance as advised by the Occupational Health Adviser.</li> </ul>		<ul style="list-style-type: none"> <li>• Health Questionnaire</li> </ul>
Additional Factors	<ul style="list-style-type: none"> <li>• Sensitivity to the importance of confidentiality of information.</li> </ul>		<ul style="list-style-type: none"> <li>• Reference</li> <li>• Interview</li> </ul>
Contra-Indicators	<ul style="list-style-type: none"> <li>• This post is not subject to the provision of the Rehabilitation of Offenders Act therefore enhanced DBS checks are required</li> </ul>		<ul style="list-style-type: none"> <li>• Disclosure Form</li> </ul>