

## PERSON SPECIFICATION

Post Title: **Bilingual Family Liaison Officer/Classroom Support Assistant** Evidence Codes

Salary Scale: **Grade F (points range 15-20)**

**AF** – Application Form      **M** - Medical  
**JRT** – Job Related Task      **I** - Interview  
**D** - Documentation

Job Criteria				
	Essential	Source of Evidence	Desirable	Source of Evidence
<b>Experience</b>	<b>Be able to demonstrate experience in the following:</b>			
	Previous experience of working with children and families in the public, private or voluntary sector within a multi-racial and multi-cultural context.	AF/I	Previous experience with inter agency working (e.g, Health / Social Services etc.).	AF/I
	Positively working with hard to reach families and young people	AF/I	Working in a school/college setting	AF/I
	Supporting the implementation of action plans	AF/I	Effectively contributing to multi-agency meetings	AF/I
	IT literate, use of MS Office including Outlook, Word and Excel	AF/I	Use of school MIS systems	AF/I
<b>Qualifications</b>	Good basic education with competency in literacy and numeracy (GCSE A-C in Maths/English or equivalent relevant qualification)	AF/D/I		

	Relevant child care qualifications (minimum NVQ II or equivalent in e.g, Child Care)	AF/D		
<b>Skills and Knowledge</b>	<b>Be able to demonstrate skills and knowledge in the following:</b>			
	Ability to speak fluently and communicate in writing in Slovakian, Czech and English	AF/JRT	Ability to converse in Roma and/or other Eastern European languages	AF/JRT
	Knowledge of National Curriculum requirements for Primary School Children aged 3-11	AF/I		
	Effective communication, listening and observation skills.	AF/I	Knowledge of special educational needs	AF/I
	Effective behaviour management skills	AF/JRT		
	An awareness of current issues affecting children	AF/I		
	Sound knowledge and understanding of child growth and development	AF/I		
	Ability to respond appropriately to challenging circumstances	AF/JRT		
	Knowledge of the parenting needs of children	AF/I		
	Ability to facilitate parenting skills	AF/I		
	Knowledge of basic child protection issues	AF/I		
	The ability to prioritise workload and have a flexible approach to working	AF/JRT		
	Ability to work independently and as an effective member of a team	AF/I		

	Ability to plan and organise workload and with accurate record keeping skills	AF/JRT		
	An ability to develop good working relationships	AF/JRT		
<b>Other factors</b>	Confident, collaborative and resilient	AF/I		
	Able to quickly establish rapport with the local community to enable the effective provision of direct advice, information and support to children and their families.			
	The ability to prioritise workload and have a flexible approach to working	AF/I		
<b>Job Circumstances</b>	Willingness to work outside of normal working hours, by prior arrangement, on occasion.	I		
	Willingness to undertake home visits where appropriate	I		
<b>Equalities</b>	Understanding of and commitment to Inclusion and Equality in respect of pupils, staff and the wider community	AF/I		
<b>Other Requirements</b>	Medical clearance subject to reasonable adjustments under the Equality Act 2010 (where appropriate)	M		
	Enhanced Disclosure & Barring Service clearance	D		
	Demonstrable evidence of continuous development and competence	D		