Bursted Wood Primary School

Person Spec – Family Liaison & Safeguarding Officer

	Essential / Desirable
Qualifications	
Range of GCSE qualifications including English and Maths at Grade C or above	E
Evidence of Continuing Professional Development	E
Professional Qualification in Youth or Community Work	D
Recognised Social Work qualification e.g: CQSW, CSS, DiPSW, Degree in Social Work	D
Experience	
Experience of working with vulnerable children and their families	E
Experience of working constructively with service users, carers and other professionals	E
Experience of creating accurate and compliant electronic and paper records	E
Experience of liaising with agencies eg: police, social care, family workers	E
Experience of attending CP conferences, Early Help meetings, LAC Reviews	E
Experience of working with children and/or families of primary aged children	D
Skills & Abilities	
Ability to engage and work with families, young people and children	E
Excellent planning, organisation and monitoring skills	E
Ability to converse at ease and provide advice and information in accurate spoken English	E
Ability to work within tight timescales with a varied workload, whilst being detail conscious	E
Ability to listen and asks questions to gather and objectively analyse information to get to the heart of a problem and identify action required	E
Ability to work on own initiative and as part of a team	E
Ability to present information to a range of stakeholders	E
Ability to deal effectively with difficult situations within groups and between individuals/agencies	D
Knowledge & Understanding	
An awareness of the signs of safety	E
Knowledge and understanding of difficulties faced by vulnerable families	E
Thorough knowledge and understanding of safeguarding and child protection issues	E
Knowledge and understanding of the needs of children	E
Awareness of social/ economic legislation and policy impacting families, including within education	D
Knowledge and understanding of approaches to dealing with behaviour in school	D

Personal Qualities	
Excellent interpersonal skills	E
Patience and resilience	E
Ability to recognise personal and social needs of individuals	E
Ability to relate positively to children of primary age	E
Willingness to reflect on own practice to continually improve	E
Positive ‘can do’ attitude	E
Commitment to providing a quality service to all users and families	E
Commitment to Equal Opportunities and anti-discrimination practice	E
Commitment to improving outcomes for all children	E
Personal commitment to safeguarding	E
Willingness to take part in and support wider school events	E