PERSON SPECIFICATION – Children and Families Officer & DDSL– Christ Church CE Primary School.

The Person Specification is an important part of the recruitment process. It should be read carefully as it will form the basis of shortlisting and ultimately, appointing the successful applicant. You must demonstrate therefore how you meet each of the following criteria in your application.

Criteria	Essential	Desirable	To be measured by
Training	1. GCSE in English and Maths A-C. 2. Safeguarding training appropriate to the role including Keeping Children Safe in Education (Sept 26) 3. Knowledge of CIN, CP and cared for children procedures.	▪ PEP / Early Help Assessment training ▪ Knowledge of TAF processes ▪ Led and attended CIN, CP and Cared for Children meetings	▪ Application
Experience	2.1 Experience of working with children and families a school environment. 2.2 Experience of maintaining records and preparing written reports. 2.3 Experience of, and commitment to, supporting and delivering effective safeguarding procedures	▪ Experience of working with other agencies including social workers, Early Help workers, educational psychologists, the police and 0 – 19 team. ▪ Mental Health First Aider training ▪ Experience of completing Early Help Assessments. ▪ Experience working alongside an Attendance Officer to improve children's attendance and punctuality. ▪ Experience of supporting transition activities for pupils moving to secondary schools. ▪ Experience of using SIMs / CPOMS / INSIGHT / referral processes	▪ Application ▪ Application ▪ Application ▪ Application ▪ Application ▪ Application

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Criteria	Essential	Desirable	To be measured by
Understanding, Knowledge and Skills (General)	3.1 Knowledge of the curriculum. 3.2 Knowledge and understanding of the SEN Code of Practice 3.3 Outstanding organisational and time management skills; the ability and professional confidence to prioritise, work independently and meet deadlines 3.4 Effective use of smart technology 3.5 Ability to form effective staff/pupil relationships 3.6 Knowledge and understanding of the characteristics of pupil voice.	• Experience of working alongside a SENDCo.	▪ Application ▪ Interview ▪ Application ▪ Application ▪ Interview ▪ Application

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Criteria	Essential	Desirable	To be measured by
Understanding, Knowledge and Skills (School and role specific)	4.1 Understanding of the benefits of good home/school relationships and the school's responsibility to parents/carers 4.2 Knowledge of the particular necessity for excellent communication systems with the parents/carers and families of pupils 4.3 Knowledge and understanding of the provision of effective outreach advice and support 4.4 A willingness to participate flexibly in school life 4.5 Understanding of school attendance legislation, guidance and best practice. 4.6 Understanding of the Children Missing Education procedures. 4.7 The ability to build relationships and support children with behaviour and friendship building.	▪ Willingness to be involved in extra-curricular activities and the wider life of the school ▪ Knowledge of Alternative Provision and Access to Education via section 19 ▪ Knowledge of working in partnerships with teachers, children and families around behaviour and friendships	▪ Interview ▪ Interview ▪ Interview ▪ Interview ▪ Interview ▪ Interview ▪ Interview
Professional Values	4.1 High expectations of all stakeholders 4.2 Commitment to teamwork at all levels 4.3 Willingness to contribute to whole school initiatives and to support school improvement programmes 4.4 Willingness to promote enrichment opportunities 4.5 Keen interest in own CPD and a clear commitment to the compulsory in-service training element of the post	▪ Support for an enriched curriculum through out of hours learning and educational visits ▪ To uphold the Christian values of the school	▪ Interview ▪ Application ▪ Application ▪ Application ▪ Interview

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Criteria	Essential	Desirable	To be measured by
Personal Qualities	6.1 The ability to think creatively and imaginatively 6.2 The ability to be reflective and adaptable to changing circumstances and new ideas 6.3 Effective interpersonal and communication skills 6.4 Understanding the importance of maintaining a healthy work-life balance	▪ Brings personal interests and enthusiasm to the school community ▪ Initiative and resourcefulness shown I the applicant's approach towards the selection procedure ▪ To be flexible and open to change in the ever-changing world of education and school	▪ Interview ▪ Application ▪ Application ▪ Interview ▪ Interview