

Person Specification Parent and Community Liaison Lead and Deputy DSL

Criteria	Essential	Desirable
Qualifications:	▪ Educational Achievement sufficient to support clear reporting and presentation skills ▪ Qualified or working towards at least NVQ level 3 equivalent qualification in a relevant discipline related to children and families, for example Social Worker, Health Visitor or equivalent OR ▪ Proven experience of working in a similar role	▪ Training/Qualification in work with Parents
Experience:	▪ Experience and understanding of children within their family context ▪ Demonstrable experience of delivering individual or group based support	▪ Experience within the field of education, social services/welfare or the voluntary sectors
Knowledge:	▪ Knowledge of the social and emotional factors that affect a child's capacity to learn	▪ Knowledge of available support services and referral routes ▪ Awareness of the legislation affecting school attendance requirements
Skills & abilities:	▪ Able to relate to young people and adults in an empathetic manner ▪ Able to develop a rapport with pupils and their families ▪ Able to deal with difficult situations and/or individuals in a calm, fair but effective manner ▪ Able to deal with sensitive issues in a confidential manner ▪ Able to influence others. Managing discussions effectively to ensure desired actions are achieved ▪ Able to communicate effectively - face to face or by telephone, with children/parents/head teacher/social workers, etc ▪ Able to write reports and letters relevant to Issues for school attendance ▪ Able to prioritise workloads and work to deadlines	▪ Able to support learning by giving constructive feedback and coaching

Qualities & Attitude	▪ Able to work as part of a team and use own initiative when required ▪ Able to report and account to line manager as appropriate ▪ Able to demonstrate awareness/commitment to upholding equal opportunity policies ▪ Able to maintain an effective record keeping system ▪ Able to undertaking relevant training ▪ Empathy ▪ Resilience ▪ Persistence
Other	▪ ICT and administrative skills. ▪ Satisfactory DBS clearance (will be confirmed as part of pre-employment checks)

The post holder may be required to travel to other local sites, including other CLP schools.