



BALMORAL
LEARNING TRUST

Family Support Worker / Attendance Officer Person Specification

Essential Requirements	Evidence
<p>Experience / Education / Training</p> <ul style="list-style-type: none"> • GCSE or equivalent in English and maths • Relevant qualification at Level 3 or above • Experience of working with children, families, attendance • Knowledge of parenting work • Understanding of safeguarding • Driver's licence and access to a vehicle insured for business use. 	<p>Application Form, Interview and References</p>
<p>Work related skills/knowledge</p> <ul style="list-style-type: none"> • Ability to work independently and as part of a team • Ability to work effectively with multi agencies • High level of both written and verbal communication skills including the ability to produce early help assessments and plans. • Ability to work as part of a multi-agency team including coordinating arrangements for families with other agencies. • Ability to work creatively and independently to achieve better outcomes for families • Ability to work under pressure, meet deadlines and have strategies to cope with stress • Organisational skills including ability to work flexibly and prioritise workload • Ability to comply with required levels of data protection and confidentiality • Ability to take the initiative, assess, plan and review with families • Ability to work sympathetically yet purposefully with challenging adults and children. • Understand child development and safeguarding • Ability to communicate with families from a range of communities • Ability to use IT systems to compile reports as well as analysing statistical data for monitoring purposes • Demonstrate knowledge of attendance regulations including statutory procedures • Ability to overcome communication barriers with children • Ability to listen effectively • Ability to maintain accurate and up to date records. 	<p>Application form, Interview and References</p>
<p>Work related circumstances</p> <ul style="list-style-type: none"> • Ability & willingness to travel. Have a full driving licence, vehicle business insurance, access to a road worthy vehicle that conforms to legislative requirements for work purposes • Ability to work required hours demanded of the role • Compliance with health and safety rules, regulations and legislation. • Commitment to Equal opportunities • To be able to work in families' homes providing practical and emotional support • To maintain a positive and professional attitude and relationship in working with families who may provide challenges and regular emotional demands on a 1:1 and group basis • Demonstrate an understanding of issues linked to confidentiality 	<p>Application form, Interview and References</p>