



## PUPIL & FAMILY SUPPORT LEAD JOB SPECIFICATION

FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good standard of education in English and Maths.</li> <li>• Level 3 qualifications in childcare, social work, counselling or education, along with proven experience working with children &amp; families or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>• Safeguarding &amp; Child Protection Training</li> <li>• Other relevant qualification/training</li> </ul>	Application form
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Current experience of working in a school or education environment</li> <li>• Effective use of resources</li> <li>• Lead role in supporting vulnerable families and individuals</li> <li>• Experience of monitoring and maintaining good attendance of pupils</li> </ul>	<ul style="list-style-type: none"> <li>• A good knowledge of current legislation and policy within the context of school, education and early years</li> <li>• Minimum of 3 years' experience of working in a school</li> <li>• Experience of working with pupils aged 3 to 11</li> <li>• Supporting pupils with English as an additional language and SEND</li> </ul>	Application Form Interview References
<b>Knowledge, Skills and Ability</b>	<ul style="list-style-type: none"> <li>• An understanding of the functions and duties of a multi-academy trust and its relationship to the Local Education Authority</li> <li>• Have an awareness of policies and procedures relating to safeguarding, health and safety, equal opportunities and confidentiality.</li> <li>• Ability to communicate, record and present written reports</li> <li>• Ability to work successfully as a team member establishing effective working relationships and flexible working practices.</li> <li>• Ability to work independently, taking responsibility to deliver learning, including to pupils with additional needs.</li> <li>• ICT competent with a working knowledge</li> <li>• Ability to think laterally and creatively</li> </ul>	<ul style="list-style-type: none"> <li>• Has an up-to-date knowledge of relevant legislation and guidance in relation to working with and the protection of children and young people.</li> <li>• Good understanding of equal opportunities issues as they affect pupils and their families. Knowledge and understanding of the nature and effects of racial and economic disadvantage and inner-city deprivation and the ability to develop appropriate responses to the needs arising.</li> <li>• Ability to work effectively with a variety of support services.</li> <li>• Hold a full, valid UK driving Licence</li> </ul>	Application Form Interview References
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to be self-motivated, energetic having resilience and determination, showing initiative and have good analytical and organisational skills with an ability to prioritise</li> <li>• Ability to work under pressure in a constantly changing and demanding environment</li> <li>• Having commitment, taking ownership and following things through to completion</li> <li>• Commitment to equality of opportunity and inclusion based on a respect for all children.</li> <li>• Ability to be diplomatic, tactful and maintain confidentiality</li> <li>• Evidence of being a constant learner (through undertaking recent professional development); ever ready to meet changing circumstances and to improve own knowledge and skills</li> <li>• Willing to seek advice and respond to advice positively</li> <li>• A flexible approach to working hours and the range of duties this role can involve</li> <li>• Interests other than education</li> </ul>		Interview References