

Criteria	Essential	Desirable
Qualifications & Training	Good standard of education (e.g. GCSEs including English and Maths); willingness to undertake safeguarding training; full UK driving licence and access to a vehicle for home visits	Training in family support, counselling skills, youth work or attendance improvement; safeguarding Level 3 or equivalent; training in behaviour management or trauma-informed practice
Experience	Experience maintaining accurate records, completing forms and managing confidential information; liaising with parents/carers and stakeholders	Experience supporting children or young people in an educational, social care, youth work or community setting; experience working collaboratively with multi-agency teams (e.g., social care, CAMHS, early help, attendance services)
Knowledge & Understanding	Understanding of confidentiality and GDPR; awareness of safeguarding in schools	Knowledge of pastoral systems; familiarity with school MIS systems; understanding of barriers affecting school attendance (e.g., SEND, mental health, family circumstances, social factors)
Skills & Abilities	Strong organisational skills; excellent communication; accurate record-keeping; IT proficiency (ideally Google); ability to handle sensitive information; strong interpersonal skills; ability to work independently and as part of a team; problem-solving skills	Ability to deliver small-group or 1:1 sessions (e.g., self-regulation, reintegration support)
Personal Attributes	Professional, calm, and approachable; high integrity and confidentiality; flexible and adaptable; committed to student wellbeing; reliable and well-organised	
Other Requirements	Enhanced DBS (or willingness to obtain); commitment to safeguarding and promoting welfare of children	