

Person Specification – Inclusion and Family Liaison Coordinator

SPECIFICATION	ESSENTIAL	DESIRABLE
Education/Training	<ul style="list-style-type: none"> • GCSEs (or equivalent) in English and Maths (Grade C/4 or above) • Educated to at least A-Level standard, NVQ Level 3, or able to demonstrate equivalent experience • Willingness to undertake relevant training and professional development, particularly in safeguarding, attendance, and family support 	<ul style="list-style-type: none"> • Training in areas such as safeguarding, child protection, counselling, or family support • Relevant qualifications in education, youth work, social care, or community work
Experience	<ul style="list-style-type: none"> • Experience of working with children and young people, particularly those with social, emotional, behavioural or learning needs • Experience of working with families or parents to support engagement and positive outcomes • Understanding of barriers to learning, including attendance, vulnerability, and disadvantage • Experience of working within or alongside schools, or a similar setting • Knowledge of safeguarding and child protection procedures 	<ul style="list-style-type: none"> • Experience of delivering targeted interventions (1:1 or small group) • Experience of supporting attendance improvement or working with persistent absentees • Experience of multi-agency working and liaising with external services • Knowledge of the local community and support networks
Skills/Attributes	<ul style="list-style-type: none"> • Excellent communication skills, both verbal and written, with the ability to engage effectively with students, families and professionals • Strong interpersonal skills and the ability to build positive, trusting relationships • Ability to work sensitively and maintain confidentiality • Good organisational skills, including record-keeping, report writing and data handling • Ability to work independently as well as part of a team • Ability to assess situations, problem-solve, and respond appropriately to need • Confidence in delivering interventions, facilitating discussions, and supporting behaviour change 	<ul style="list-style-type: none"> • Ability to analyse attendance or behaviour data to inform interventions • Strong networking skills and ability to signpost to appropriate services • Experience of leading group sessions or workshops

Personal Qualities	<ul style="list-style-type: none">• Empathetic, patient, and supportive approach to working with children and families• Resilient and able to remain calm when working with complex or challenging situations• A positive, proactive attitude and commitment to improving outcomes for young people• Commitment to safeguarding and promoting the welfare of children• Respect for diversity and commitment to equality and inclusion• Professional, reliable, and able to act as a positive role model	<ul style="list-style-type: none">• Enthusiasm for working in a school community• Willingness to be flexible and responsive to the needs of students and families• Commitment to continuous professional development
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