

NORTH KESTEVEN ACADEMY- PERSON SPECIFICATION & ASSESSMENT CRITERIA

Post: Family Support Worker

	Essential	Desirable	Assessment Method
EDUCATION & QUALIFICATIONS			
GCSE Maths & English 4-9 grade or equivalent	X		A/C
Level 2 IT qualification / experience or equivalent	X		A/C
First aid training or the willingness to achieve the first aid training certificate	X		A/C
Designated Safeguarding Officer		X	A/C
Further relevant qualifications		X	A/C
KNOWLEDGE & EXPERIENCE			
Experience in the use of IT	X		A/I
Experience of supporting groups of students as well as students on a one to one basis	X		A/I
Knowledge of child protection and safeguarding		X	A/I
Ability to work with confidential and sensitive data	X		A/I
Knowledge of the pastoral needs of students and intervention techniques		X	A/I
Experience of working in a multi-agency arena		X	A/I
Experience of dealing with Safeguarding issues		X	A/I
Experience of working in a school or education environment		X	A/I
SKILLS & ABILITIES			
Good interpersonal, organisational and administrative skills	X		A/I
Outstanding communication skills in dealing with a wide range of people	X		A/I
A high degree of emotional intelligence with the ability to rapidly analyse and evaluate situations and effectively apply de-escalation techniques	X		A/I
Working to deadlines and targets	X		A/I
Have a flexible approach to ensure demanding targets are met	X		A/I
Able to work on own initiative as well as part of a team	X		A/I
Professional and responsive attitude towards colleagues and students	X		A/I
Ability to influence and communicate effectively with all stakeholders across a wide range of complex issues	X		A/I
Knowledge of current procedures for Fixed Penalty Fines, and prosecutions		X	A/I
Knowledge of current procedures for absence and attendance		X	A/I
Fully conversant with safeguarding requirements, legislation, systems and practices at an operational and strategic level		X	A/I
Able to work under pressure to meet specific deadlines		X	A/I
WORKING ARRANGEMENTS			
Full UK driving licence		X	Cert
Willingness to update and adapt skills as required	X		A/I
Ability to work flexibly including student trips and occasional evening work when required	X		A/I
To be proactive and flexible in meeting all SLT requests	X		A/I

Key: A – Application I-Interview C- Certificate T –Task

R- References