



## Home School Liaison Officer - Person Specification

JOB REQUIREMENT		Essential	Preferred	* How assessed
Qualifications, knowledge and experience	GCSE in English and Maths, grade C and a recognised appropriate qualification at diploma level or above or equivalents	✓		A
	First Aid Qualification		✓	A
	Specialist SEN/ESBD Training		✓	A
	Previously worked within youth services or a secondary school setting	✓		A & I
	Experience of working with children with a range of SEND including (Emotional, Challenging and Behavioural difficulties)	✓		A & I
	Experience of working to minimise children's risk taking and to keep children safe		✓	A & I
	Further relevant qualifications i.e. counselling		✓	A
	Experience of Behaviour Management Strategies	✓		A & I
	Experience of maintaining students learning records and reports	✓		A & I
	Good level of IT skills inc Microsoft Office (word, outlook, excel)	✓		A & I
	Full driving licence with entitlement to drive a minibus (D1 category on the driving licence) or willing to undertake training		✓	A & I
	<b>Interacting and Presenting - Presenting and Communicating Information</b> Speaks clearly and fluently; Expresses opinions, information and key points of an argument clearly; Makes presentations and undertakes public speaking with skill and confidence; Responds quickly to the needs of an audience and to their reactions and feedback; Projects credibility			A & I
Personal and interpersonal	<b>Organising and Executing - Planning and Organising</b> Sets clearly defined objectives; Plans activities and projects well in advance and takes account of possible changing circumstances; Manages time effectively; Identifies and organises resources needed to accomplish tasks; Monitors performance against deadlines and milestones			I
	<b>Creating and Conceptualising - Learning and Researching</b> Rapidly learns new tasks and quickly commits information to memory; Gathers comprehensive information to support decision making; Demonstrates a rapid understanding of newly presented information; Encourages an organisational learning approach (i.e. learns from successes and failures and seeks staff and customer feedback); Manages knowledge (collects, catalogues, and disseminates knowledge of use to the organisation)			I
	<b>Supporting and Co-operating - Working with People</b> Demonstrates an interest in and understanding of others; Adapts to the team and builds team spirit; Recognises and rewards the contribution of others; Listens, consults others and communicates proactively; Supports and cares for others; Develops and openly communicates self-insight			I
	<b>Adapting and Coping - Coping with Pressures and Setbacks</b> Works productively in a pressurised environment; Keeps emotions under control during difficult situations; Maintains a positive outlook at work; Handles feedback well and learns from it			I
	A commitment to the responsibility of safeguarding and promoting the welfare of young people.	✓		I
Child Protection	Enhanced DBS disclosure ( <i>to be completed by preferred candidate following interview</i> ).	✓		C
	Willingness to undertake safeguarding training when required.	✓		I

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\* A = application, C = clearances, I = interview, T = task