# Person Specification Form

**Post Title – Pupil and Parent Support Manager**

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| **Personal Attributes required****(on the basis of the job description)** | **Essential (E)****or****Desirable (D)** | **To be identified by:****(e.g. application form, interview, reference etc)** |
| **Qualifications** |  |  |
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| Recognised and relevant NVQ Level 4 qualification or equivalent.Level 2 or equivalent qualification in English/Literacy and Mathematics/Numeracy | EE | A/IA/I |
| Relevant Social Work Qualification | D | A/I |
| **Experience** |  |  |
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| Experience of working with children and young people across the ability rangeExperience of engaging and working with vulnerable families and children with complex needsExperience of improving outcomes for childrenExperience of Administrative workStaff management experienceExperience of working with parents and carers  | EEEEDE | A/I/RA/I/RA/I/RA/I/RA/I/RA/I/R |
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| **Knowledge/skills/abilities** |  |  |
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| Ability to relate well to childrenAbility to work as part of a teamGood communication skillsAbility to relate well to parents/carersAbility to build a trusting relationship with the parents and familiesAbility to supervise and assist pupilsTime management skillsExcellent organisational and planning skillsKnowledge of classroom roles and responsibilitiesKnowledge of the concept of confidentialityAdministrative skillsAbility to make effective use of ICT Ability to plan and deliver staff training, e.g. safeguarding and child protectionFlexible attitude to workAbility to plan and deliver parent workshops | EEEEEEEEEEEEEEE | A/I/RA/I/RA/I/RA/I/RA/I/RA/I/RA/I/RA/I/RA/IRA/I/RA/IRA/I/RA/I/RA/I/RA/I/R |
| **Other**Commitment to undertake in –service developmentCommitment to safeguarding and protecting the welfare of children and young peopleAbility to analyse and interpret information and present findings clearly & concisely.  | EEE | A/I/RA/I/R |
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| **Special Requirements**Knowledge of multi-agency referrals Knowledge of Early Help (formerly CAF / TAF), thresholds guidance and Continuum of NeedAbility to collate, organise, record chronology of pupil welfare and confidential files Knowledge of the EHCP annual review processEssential car user | EEEDE | A/I/RA/I/RA/I/RA/I/RA |