



## PERSONNEL SPECIFICATION

Attributes Sought	Essential	Desirable	How Assessed
<b>Qualifications</b>			
<ul style="list-style-type: none"> <li>■ A good general level of education (GCSE Grade C or equivalent in English and Maths.</li> <li>■ A recognised qualification such as DIPSW, Youth and Community, NNEB, education based qualification.</li> </ul>	x	x	Application Form
<b>Experience</b>			
<ul style="list-style-type: none"> <li>■ Experience of delivering group and individual parenting programmes.</li> <li>■ Experience of working with families.</li> </ul>	x	x	Interview
<b>Knowledge</b>			
<ul style="list-style-type: none"> <li>■ Knowledge of the way in which schools operate from Key Stages 1-4.</li> <li>■ Knowledge of the social and emotional factors that affect a child's capacity to learn.</li> <li>■ Knowledge of available support services and referral routes.</li> <li>■ Knowledge of the Common Assessment Framework.</li> <li>■ Knowledge of models of positive parenting.</li> </ul>	x x x x	x	Interview
<b>Skills</b>			
<ul style="list-style-type: none"> <li>■ Knowledge of ICT</li> <li>■ Ability to communicate with a wide range of audiences both verbally and in writing.</li> <li>■ Communicate effectively with parents and school based staff. Encourage and facilitate communication and recognise and respond to communication needs and barriers to communication.</li> <li>■ Ability to engage and motivate families who may be unwilling to link into services.</li> <li>■ Develop and undertake inter-agency cross-sector working.</li> <li>■ Ability to assess the needs of individual families.</li> <li>■ Ability to deliver group and individual parenting programme.</li> <li>■ Ability to work from data to produce reports</li> </ul>	x  x x x  x	x   x x	Interview/Test       Interview
<b>Attributes</b>			
<ul style="list-style-type: none"> <li>■ Empathy</li> <li>■ Persistence</li> <li>■ Resilience</li> <li>■ Sense of Humour</li> <li>■ Ability to organise workload</li> </ul>	x x x x x		References/ Interview
<b>General Circumstances</b>			
<ul style="list-style-type: none"> <li>■ A flexible approach to working, including out-of-hours, and an ability and willingness to travel to various locations.</li> <li>■ An understanding of and commitment to Equal Opportunities and the ability to apply this to strategic work and day-to-day situations.</li> </ul>	x  x		Interview