**PERSON SPECIFICATION**

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| **Job Title** | Community Focused SchoolsOfficer |
| **Job Evaluation ID** | ID3017 |
| **Grade** | G06 |

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| **Requirement** | **Essential** | **Desirable** | **Measured by\*** |
| **Qualifications** |
| QCF or NVQ Level 3 in Health & Social Care (Child Care), or other relevant Child Care qualification (e.g., NNEB, Diploma in Youth & Community Work), or other relevant experience. | 🗸 |  | F C |
| Evidence of willingness to pursue further qualifications / continuing professional development training | 🗸 |  | F C |
| Significant experience of working with children and their families. | 🗸 |  | F |
| **Specialist Knowledge** |
| Knowledge of Social Services Law e.g. Children Act 1989, 2004, Social Services and Wellbeing Wales Act 2014 | 🗸 |  | F I |
| Child development, patterns of parenting and the needs of vulnerable/disadvantaged children | 🗸 |  | F I |
| Different parenting styles, the basis of good parenting and how to promote this among parents | 🗸 |  | F I |
| Experience of engaging in participation activities involving children and families | 🗸 |  | F I |
| Knowledge of local services and how they can support parents  | 🗸 |  | F I |
| Understanding of and empathy with the secondary and primary school environment  | 🗸 |  | F I |
| **Practical and Intellectual Skills** |
| Ability to communicate in Welsh |  | 🗸 | F I |
| Ability to work in partnership with a range of agencies | 🗸 |  | F I |
| Effective communicator both verbally and in writing | 🗸 |  | F I |
| Ability to work with parents individually and in groups  | 🗸 |  | F I |
| Ability to work on own initiative and as part of a team  | 🗸 |  | F I |
| Ability to maintain confidentiality | 🗸 |  | F I |
| **Personal Attributes** |
| A non-judgemental and supportive approach to working with families from diverse backgrounds  | 🗸 |  | F I |
| Self-motivation | 🗸 |  | F I |
| An understanding of cultural diversity and its impact on parenting styles  | 🗸 |  | F I |
| The ability to deal professionally and proactively with stressful situations  | 🗸 |  | F I |
| A professional and positive approach to working with parents and with school staff  | 🗸 |  | F I |
| **Personal Circumstances** |
| The flexibility to work outside school hours  | 🗸 |  | F I |
| Ability to travel independently within the county borough | 🗸 |  | F I |
| **Equality** |
| Knowledge of and commitment to Equality and Diversity | 🗸 |  | F I |
| Acceptance and commitment to the principles of the Council’s Equal Opportunities Policies and Procedures.  | 🗸 |  | F I |
| Understanding of the importance of Welsh Language and Culture | 🗸 |  | F I |
| Commitment to working professionally and supportively with any parent, regardless of their circumstances and the difficulties they may face or cause.  | 🗸 |  | F I |

Note: No annual leave is available to the post-holder during term time.

An enhanced CRB check will be required for this post.

* Each of the requirements specified must be measurable. Please indicate the approach that will be taken to assess whether applicants meet the requirements:

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| F | Job Application Form |  | C | Certificate of Qualification |
| I | Interview |  | T | Test |