



Butlers Court School

Family Liaison Officer and DSL

Person Specification

CRITERIA	QUALITIES
Qualifications and training	Essential - GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Maths Desirable - Other relevant educational / professional qualifications. - Driving licence. - Recent safeguarding training
Experience	- Experience of working with professional and agencies. - Experience of working in a school. - Experience of working with children. - A sound understanding of children experiencing social and emotional difficulties
Skills and knowledge	- Able to establish and develop effective relationships with families, pupils and within a team. - Able to mediate, negotiate and problem-solve. - Able to maintain confidentiality and professional boundaries. - Able to maintain appropriate and effective records. - Able to organise work and take effective decisions under pressure. - Good IT skills. - High expectations for self and others, with an absolute commitment to supporting families and raising achievement. - Commitment to promote good relationships between home and school. - Commitment to promote Butlers Court School in the community by fostering strong working relationships with external agencies.
Personal qualities	- Good interpersonal skills. - Approachable, empathetic, and supportive. - Enjoyment of working with children - Capacity to inspire, motivate and challenge children and young people - Confident and assertive when necessary. - Adaptable with plenty of initiative. - Sensitivity and understanding, to help build good relationships with pupils - A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school - Commitment to maintaining confidentiality at all times - Commitment to safeguarding pupil's wellbeing and equality - Resilient, positive, forward looking and enthusiastic about making a difference - Able to remain optimistic and retain a sense of humour.

This Authority is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and undergo a full DBS check.