Person Specifications – Family Partnerships Assistants

Characteristics	Essential	Desirable
Experience	• Experience of working with children, young people, and/or families. • Experience of building positive relationships with families and professionals. • Experience of maintaining accurate records and handling confidential information.	• Experience of maintaining accurate records and handling confidential information. • Experience supporting families of children with SEND. • Experience of multi-agency working and attending professional meetings.
Qualifications and Training	• GCSE Grade C/4 or above (or equivalent) in English and Mathematics.	• Relevant qualification in Family Support, Education, Safeguarding, Youth Work, Health & Social Care, Early Help, Counselling, or related field.
Knowledge and Skills	• Understanding of the importance of safeguarding and child protection. • Understanding of the barriers that can affect pupil attendance, engagement, and wellbeing. • Understanding of confidentiality, data protection, and professional boundaries.	• Knowledge of SEND legislation, EHCP processes, and specialist educational provision. • Knowledge of local support services and Early Help processes. • Understanding of family support interventions and attendance improvement strategies.
Skills & Abilities	• Excellent interpersonal and communication skills, both verbal and written. • Ability to build trust and maintain positive professional relationships with families from diverse backgrounds. • Ability to work independently and as part of a multidisciplinary team. • Ability to organise workload, prioritise tasks, and meet deadlines. • Ability to prepare concise reports and maintain accurate records. • Competent IT skills, including Microsoft Office and electronic record systems.	• Experience of undertaking home visits. • Experience of school management information systems.
Personal Qualities	• Empathetic, approachable, and non-judgemental. • Resilient and able to remain calm when dealing with sensitive or challenging situations. • Commitment to promoting inclusion, equality, and positive outcomes for children and families. • Professional, reliable, and able to maintain confidentiality. • Flexible and willing to undertake training and professional development.	
Other Requirements	• Commitment to safeguarding and promoting the welfare of children and young people. • Ability to travel between sites and undertake home visits where required.	• First Aid or Mental Health First Aid qualification. • Full UK Driving Licence and access to a vehicle.