

JOB DESCRIPTION & PERSON SPECIFICATION

Department	Education & Lifelong Learning
School	
Post Title:	Pupil/Family Engagement Officer – GR 6
Vision Post Number:	
Responsible to:	Headteacher
Posts reporting:	NA
DBS Required Level:	Enhanced
Date of Description:	

Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to the Headteacher, Deputy Headteacher or Senior Management team.
- Be aware and support difference and ensure equal opportunities.
- Contribute to the overall ethos / work / aims of the school.
- Appreciate and support the role of other professionals working in the school.
- Participate in training and other learning activities and performance development as required.
- Maintain a clean and tidy working environment including your surrounding area.

To carry out health and safety responsibilities in accordance with the Division's Health & Safety Responsibilities document.

To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Headteacher, or as a mutually agreed development opportunity.

THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.

Protecting Children and Vulnerable Adults is a core responsibility of all staff. Staff are expected to alert their line manager to any concerns they may have regarding the abuse or inappropriate treatment of a Child or Young Person, or Vulnerable Adults.

PERSON SPECIFICATION

The Person Specification sets out the knowledge and / or qualifications, past experience and personal competencies that would be ideal for this particular post.

The **Experience** section describes what is required in terms of what is needed to undertake this job.

The **Qualifications / Training** section describes the required standards needed to undertake this particular role.

The **Knowledge / Skills** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have.

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • General clerical / administrative / SIMS experience 	
Qualification / Training	<ul style="list-style-type: none"> • Good numeracy and literacy skills. • NVQ Level 2 [or equivalent] or experience in the relevant discipline. • EWC Registration 	<ul style="list-style-type: none"> •
Knowledge	<ul style="list-style-type: none"> • Knowledge of relevant policies, and codes of practice. • Understand school roles, responsibilities and your position within these. 	<ul style="list-style-type: none"> •
Skills & Abilities	<ul style="list-style-type: none"> • Effective use of specialist ICT packages. • Use of relevant equipment / resources. • Good Keyboard skills • Ability to relate well to pupils, colleagues and outside agencies. • Work constructively and positively as part of a team. 	<p>Level 1 Welsh Language skills (Basic reading, writing, speaking and understanding) with the aim of improvement through CPD”</p> <ul style="list-style-type: none"> •Reading – Can read some basic words and phrases with understanding •Speaking – Can hold a basic conversation in welsh i.e. basic greetings •Writing – Can write basic messages on everyday topics

		·Understanding – Can understand parts of a basic conversation
Personal Characteristics	•	•