



Exeter ALC School Parent Liaison Co-ordinator Person Specification

Essential (E)
Desirable (D)

Essential to be appointed
Outstanding candidate

A Learning Community

Qualifications	ED	How assessed
1. GCSE or equivalent in English and Maths	E	
2. Relevant further professional qualifications	D	
Experience - Show evidence of		
3. Successful experience of working within a safeguarding setting such as but limited to; school, hospital, care home	E	
4. Successful experience of building relationships with adults and children	E	
5. Experience of working with a communicating with other professionals	E	
6. Experience of working effectively with families to drive change, within a family support role	D	
7. Evidence of working with sensitive data	D	
Professional knowledge and experience / skills		
8. A knowledge of using SIMS, or similar data management systems, to generate reports and interpret data	D	
9. A knowledge of legislation and guidance on safeguarding and working with young people	E	
10. A knowledge of the responsibilities of schools and other agencies	D	
11. Ability to work with a range of people with the aim of ensuring safety and welfare of children	E	

12. Ability to hold challenging conversations	E	
13. Demonstrates excellent interpersonal skills	E	
14. Commitment to safeguarding children and an ability to demonstrate knowledge/experience of the systems and structures that support a multi-agency approach	E	
15. Experience of co-ordinating safeguarding/child protection procedures; for example, DSL lead, experience of managing a disclosure and resulting investigations	D	
16. An awareness of the local and national agencies that provide support for families and children	D	
17. Excellent record keeping skills and attention to detail, to produce reports, analyse information, take minutes and document concerns and maintain confidentiality at all times	E	
18. Highly organised with the ability to prioritise, plan and deliver work efficiently within deadlines	E	
19. Ability to work with, and contribute to, a well-motivated team that delivers positive outcomes	E	
20. Contribute effectively to the work of the Principal, Senior Leadership Team and Safeguarding Team	E	
21. Think strategically and seeing how decisions impact on children	E	
22. Respond proactively to situations as they arise and think effectively to find effectively solutions when under pressure	E	
23. Deal successfully with situations that may include having difficult conversations and conflict resolution.	E	
24. Work successfully with parents and the school community, a range of external agencies and or voluntary organisations	E	
25. Has own car and holds a driving license	D	
Commitment		
<p>Demonstrate a commitment to:</p> <ul style="list-style-type: none"> • equalities • promoting the school's vision and ethos • high quality, stimulating learning environment • relating positively to and showing respect for all members of the school and wider community • ongoing relevant professional self-development • safeguarding and child protection 		