

**Bishopton PRU**

**Personal Specification**

Attendance & Parent Support Officer

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| **Attributes** | **Essential** | **Desirable** |
| Experience | * Experience of positively engaging young people from challenging backgrounds, including young people with disabilities and an understanding of issues affecting young people * Experience of positively engaging with families who may be affected by issues that pose a barrier to their child’s education | * Experience of working in a school environment |
| Qualifications & Training | * Educated to a good standard including grade C and above in Maths and English GCSE or level 2 equivalent * Driving License | * Youth work qualification * Counselling qualification * ICT qualification |
| Equality | * A personal commitment to the promotion of equal opportunities, diversity and promoting good race relations. * Candidates should indicate an acceptance of and commitment to the principles underlying the Council’s Equal Rights policies and practices. | * Trained in Equality of Opportunity. |
| Disposition Adjustment/Attitude | * Ability to relate well to students, families and colleagues. * Ability to work constructively as part of a team. * Ability to remain calm under pressure. * Ability to work on own initiative * Ability to meet deadlines * Good co-operative, interpersonal and listening skills. * Flexible and willingness to accept change. | * Able to work evenings, weekends and holiday times as and when necessary |
| Skills, Knowledge, Aptitudes | * Practical ability to gather, input and capture data. * Can use ICT effectively * Awareness of the characteristics of an effective PRU. * Understanding of the statutory guidance around school attendance * Understanding of strategies to raise pupil attendance * Able to motivate students and staff, raising expectations and provide a focus for improvement. | * Involvement in school improvement work. * Previous experience of Ofsted * Working knowledge of school management information systems e.g. SIMS, CPOMS etc. |