

**Bishopton PRU**

**Personal Specification**

Attendance & Parent Support Officer

|  |  |  |
| --- | --- | --- |
| **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.
 |