

## Bradford Central PRU – Personal Specification

**Job Title:** School Reintegration Key Worker

**Grade:** Band 6/7

	ESSENTIAL	DESIRABLE
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Experience of working with secondary school age children.</li> <li>• Experience of working with pupils with special educational needs, including social emotional and mental health needs.</li> <li>• Experience of working with parents/carers in a supportive role.</li> <li>• Recent and appropriate experience of enabling families/carers to access support agencies.</li> <li>• Experience of working as part of a team.</li> <li>• Experience of using ICT systems to support effective practice.</li> <li>• Provide evidence of having previously spoken fluently to customers at an Intermediate Threshold Level.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience and knowledge of administrative systems and ICT packages.</li> <li>• Experience of delivering high impact intervention for groups of disadvantaged children.</li> <li>• Experience of leading initiatives that have a positive impact for young people.</li> <li>• Experience of organising and promoting activities.</li> <li>• Implementing and reporting on the impact of strategies and initiatives.</li> </ul>
<b>Qualifications/ Training:</b>	<ul style="list-style-type: none"> <li>• GCSE English and Maths or equivalent.</li> <li>• Qualifications relating to post e.g. health, children, practical skills.</li> <li>• Safeguarding children/ child protection training.</li> <li>• Minimum of three years experience in education, health, social care or youth work.</li> </ul>	<ul style="list-style-type: none"> <li>• NVQ 3 in education, health etc. or equivalent qualification or experience.</li> <li>• Team Teach training.</li> <li>• Health and Safety training as appropriate.</li> <li>• Child protection and Signs of Safety training.</li> <li>• Counselling and/or coaching skills.</li> </ul>

<p><b>Knowledge/Skills:</b></p>	<ul style="list-style-type: none"> <li>• Have an ability to understand pupils' emotional and social needs.</li> <li>• An understanding of the needs of a multicultural and diverse society.</li> <li>• An understanding of the issues relating to pupils who have additional learning needs, special educational needs and social, emotional and mental health needs.</li> <li>• Understanding of principles of child development and learning processes as appropriate.</li> <li>• Knowledge of Health and Safety requirements.</li> <li>• Knowledge of school procedures, with a working knowledge of relevant policies/codes of practice and awareness of relevant legislation.</li> <li>• Able to relate well to secondary age children and demonstrate kindness and empathy.</li> <li>• Excellent written and spoken communication in English.</li> <li>• Good mathematical ability.</li> <li>• Excellent ICT skills including use of Word, Excel and email.</li> <li>• Ability to manage and prioritise a varied workload.</li> <li>• Have a pleasant and confident telephone manner.</li> <li>• Ability to pay attention to detail and produce accurate work.</li> <li>• Able to demonstrate good organisational skills.</li> <li>• Able to demonstrate high expectations of self and others</li> <li>• Ability to use initiative and work without supervision.</li> <li>• Ability to work constructively as part of a team and establish good working relationships with colleagues.</li> <li>• Ability to maintain professional and trusting relationships with parents/carers</li> <li>• Ability to deal calmly and compassionately with difficult situations and to remain calm under pressure.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Positive Behaviour Management Strategies.</li> <li>• Knowledge of attendance policies, procedures and systems.</li> <li>• Knowledge of local and national educational developments.</li> <li>• Able to use coaching and mentoring skills to support professional development of colleagues.</li> <li>• Ability to deliver change.</li> <li>• Ability to analyse data.</li> <li>• Ability to speak more than one language.</li> </ul>
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|  | <ul style="list-style-type: none"><li>• Demonstrate good co-operative, interpersonal and listening skills.</li><li>• Demonstrate a commitment to working with children of the relevant age.</li><li>• Ability to review own work and practice</li><li>• Flexibility and willingness to accept change.</li><li>• Willingness to share knowledge, expertise and experience.</li><li>• Ability to prioritise conflicting demands and pressures.</li><li>• Ability to self-evaluate learning needs and actively seek learning opportunities.</li><li>• Ability to work proactively and independently.</li><li>• Approachable, courteous and able to present a positive image of BCPRU.</li><li>• Maintain confidentiality in all matters.</li><li>• In line with the Immigration Act 2016; you should be able to demonstrate fluency of the English Language at an Intermediate Threshold Level.</li></ul> |  |
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