



PERSON SPECIFICATION Job Title: Education Welfare Officer

Essential	Desirable	Evidence
Qualifications Either: FE/HE Diploma/Degree <ul style="list-style-type: none"> • Social Work • Youth Work • Teaching • Psychology • Therapeutic Intervention • LDSS NVQ4 or equivalent • AND Evidence of all Education Welfare competencies as above. 		Application form, Original Qualification Documents & references
Experience & Knowledge <ul style="list-style-type: none"> • To have worked in a professional capacity in education/social work or teaching with children to statutory school age. • Demonstrate an ability to prepare professional documentation that would be compliant and suitable in legal proceedings • Demonstrate an understanding of the legal framework, and education law, affecting school aged children • Demonstrate an understanding of factors contributing to pupil absence and behaviors that interrupt continuing education. 	<ul style="list-style-type: none"> • Work with parents on an outreach basis • To have contributed to whole Trust initiatives and/or group work to improve attendance • Understand Child Protection issues and procedures • To be able to understand, analyse and act upon data concerning school absence. 	Application, references & selection process
Skills & Abilities <ul style="list-style-type: none"> • Excellent interpersonal and communication skills • Skills in dealing with confrontational behaviour and conflict • To work well with hard to engage parents • Organisational skills and the ability to prioritise workload • Skills in liaising effectively with a variety of other agencies • Typing/keyboard skills • Ability to investigate and collate information for reports • Ability to write clearly and professionally • To be aware of one's influence as a role model and as a representative of the school • To be able to influence others and lead discussions to achieve the desired outcome • To be able to deal with sensitive issues in a confidential manner • To have a full driving license and be able to transport pupils when necessary 	<ul style="list-style-type: none"> • Demonstrate an ability to take responsibility for own personal and professional development 	Application, references & selection process

Special Requirements

We are an equal opportunities employer and are committed to safeguarding and promoting the welfare of children. This post is exempted under the Rehabilitation of Offenders Act 1974 and as such, appointment will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS).