



PERSON SPECIFICATION

The successful candidate will be an experienced professional who is energetic, innovative and influential, reliable and committed; whose leadership style recognises the value of teamwork. More specifically candidates should be able to demonstrate the following minimum requirements:

Attributes	Essential	Desirable
Skills	<ul style="list-style-type: none"> • An ability to establish credibility with schools, parents and other partners working in this field. • An ability to work as part of a team, both in school and across a number of agencies. • An ability to determine priorities and organise all available resources towards the achievement of objectives. • Good written skills – particularly an ability in report writing when preparing cases for prosecution. • Good verbal communication skills, with particular reference to communicating with children, parents and carers. • Able to represent the school at CAF/Case conferences. • Ability to be highly productive, work under pressure and meet fixed and often conflicting deadlines. • Good ICT skills – to be able to extract data and produce reports. • Ability to use initiative and to work independently to meet the challenge of rapid change. • Ability to present to large groups of young people (e.g. assembly for poor attenders) • Ability to contribute quality ideas to the PSHE programme re the benefits of good attendance 	
Knowledge and Understanding	<ul style="list-style-type: none"> • Knowledge of the education system and the role of an Education • Welfare Officer (EWO). • Some knowledge of the Children Act 2004 and Education • Legislation where it directly relates to attendance and punctuality. • Awareness of the reasons for non-school attendance and current thinking about how to address these. 	

Experience	<ul style="list-style-type: none"> • Experience of monitoring, evaluation and supporting attendance strategies. • Experience of initiating and managing change and achieving success. • Experience of working with confidential matters. • Experience of working with young people and their parents. 	<ul style="list-style-type: none"> • Recent experience as an EWO • Experience in an administrative role within an educational establishment
Qualifications	<ul style="list-style-type: none"> • Good standard of educational achievement deemed relevant to the position. 	<ul style="list-style-type: none"> • NVQ Level 3 or equivalent in a relevant subject, e.g. Business Administration, Youth Work, etc.
Attributes and Qualities	<ul style="list-style-type: none"> • A commitment to young people. • A clean, current driving licence and access to a vehicle. • Able to prioritise, plan and organise. • Able to communicate well with all stakeholders including parents and carers. • High standards of integrity, honesty and punctuality. • An ability to challenge and motivate others to create a forward thinking organisation committed to continuous improvement. • Stamina, resilience, and reliability. • Discretion and diplomacy. • A commitment to continuous professional development. 	