**Person Specification –Education Welfare Officer**

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| **Category** | **Essential** | **Desirable** |
| **Qualifications & Training** | * Level 3 Child Protection Qualification
* Excellent Literacy & numeracy skills
* 5 GCSE’s or equivalent including maths and english
 | * CWDC qualification
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| **Experience** | * Experience of working with children and adults
* Experience of working with multi-agencies
* Experience of working in a school environment
* Experience of working with challenging people
* Experience of working in homes of parents
 | * Loan worker qualification
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| **Knowledge & Skills** | * Ability to communicate effectively in a variety of situations
* High level interpersonal skills/emotional intelligence skills
* A clear vision and understanding of ways to remove barriers to learning
* The ability to build and sustain effective working relationships with staff, students, Governors, parents / carers and external partners
* Ability to produce,analyse attendance data
* Excellent ICT skills
 | * Excellent knowledge of legislation in relation to attendance procedures
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| **Professional Development** | * Commitment to own professional development
* Evidence of recent CPL
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| **Personal Qualities** | * Confidence and presence
* Drive, enthusiasm, and ambition for all students
* Flexible and committed to high quality personal effectiveness
* Creative and innovative approach to problem solving
* Sense of humour
* Be committed to equal opportunities and inclusive approaches
* A Professional responsibility to promote and safeguard the welfare of children and young people
 | * Commitment to lifelong learning
* Flexibility and adaptability
* Ability to demonstrate personal initiative and independent thinking, whilst working in a team environment
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| * **Note** ~ The successful candidate will be subject to a fully enhanced DBS disclosure
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