**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 |
| **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 |
| **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 |
| **Professional Development** | * Commitment to own professional development * Evidence of recent CPL |  |
| **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 |
| * **Note** ~ The successful candidate will be subject to a fully enhanced DBS disclosure | | |