

**Northern Education Trust**  
 Post: Education Welfare Officer  
**PERSON SPECIFICATION**

No	Categories	Essential / Desirable	Assessed by:	
			App Form	Interview / Task
<b>QUALIFICATIONS</b>				
1.	First degree or NVQ Level 4 in social work, teaching, counselling, psychology or youth and community work or other work related to work with children and/or relevant experience	E	✓✓	
2.	Willingness and ability to obtain and/or enhance qualifications and training for development in the post	E	✓✓	
3.	Post qualifying training in social work, counselling or other professional development areas relevant to working with families/parents/children and young people	D	✓✓	
4.	Training on safeguarding	E	✓✓	
5.	Evidence of continuous professional development and training	E	✓✓	
<b>EXPERIENCE</b>				
6.	Experience of using social work or counselling approach to working with parents and children	E	✓✓	✓✓
7.	Experience of accurate record keeping	E	✓✓	✓✓
8.	Experience of report writing	E	✓✓	✓✓
9.	Experience of working in the education system and in multi-agency settings	D	✓✓	✓✓
<b>ABILITIES, SKILLS AND KNOWLEDGE</b>				
10.	Knowledge of school systems and pastoral systems	E	✓✓	✓✓
11.	Knowledge of different approaches to working with parents of disaffected students	E	✓✓	✓✓

12.	Knowledge of positive approaches to empowering and enabling students and parents/carers to help themselves	E	✓✓	✓✓
			<b>Assessed by:</b>	
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13.	Ability to undertake assessments and write reports to a high standard	E	✓✓	✓✓
14.	Knowledge of the legislative framework that underpins the work of supporting families and schools, including attendance and behaviour	E	✓✓	✓✓
15.	Knowledge of safeguarding principles and legislation	E	✓✓	✓✓
16.	Highly developed organisational skills and the ability to prioritise own workload	E	✓✓	✓✓
17.	Excellent negotiating skills	E	✓✓	✓✓
18.	Ability to work individually or as part of a team	E	✓✓	✓✓
<b>PERSONAL QUALITIES</b>				
19.	A strong commitment to the Trust values and ethos	E	✓✓	✓✓
20.	Commitment to support the Trust's agenda for safeguarding and equality and diversity	E	✓✓	✓✓
21.	A flexible approach and strong work ethic	E	✓✓	✓✓