

Northern Education Trust
Post: Education Welfare Officer
PERSON SPECIFICATION

			Assessed by:	
No	Categories	Essential / Desirable	App Form	Interview / Task
QUALIFICATIONS				
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	✓	
EXPERIENCE				
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	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
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	✓	✓

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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	✓	✓
PERSONAL QUALITIES				
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	✓	✓

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.