



## EDUCATION WELFARE OFFICER - PERSON SPECIFICATION

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

Criteria	Essential	Desirable	Measured
<b>QUALIFICATIONS/REGISTRATIONS</b>			
Key Skill Level 4: HNC, HND, NVQ level 4 or equivalent in relevant subject area.	x		Application/Certificate
<b>KNOWLEDGE, EXPERIENCE AND SKILLS</b>			
Clear understanding of the educational landscape.	x		Application/selection process
Understanding of the issues that may cause poor school attendance.	x		Application/selection process
Knowledge of the legislation relating to Education and Children.		x	Application/selection process
Knowledge of Safeguarding procedures.	x		Application/selection process
Knowledge of how schools and education welfare function.	x		Application/selection process
Knowledge of the legal framework related to school attendance.		x	Application/selection process
An awareness of the needs of the children, parents and schools.	x		Application/selection process
Commitment to the Local Authority equal opportunities policy.	x		Application/selection process
IT literate.	x		Application/selection process
Ability to produce accurate, concise, written reports, etc	x		Application/selection process
Effective interpersonal skills.	x		Application/selection process
Ability to work individually and as a team member.	x		Application/selection process
Flexibility to manage competing pressures and demands.	x		Application/selection process
Presentation skills.		x	Application/selection process
Experience of a working Education Welfare Officer.		x	Application/selection process
Ability to travel across Cambridgeshire on a regular, daily basis and occasionally out of county.	x		Application/selection process
<b>INTERPERSONAL SKILLS</b>			
Supportive approach to trust ethos, policies and activities.	x		Selection process
Able to communicate knowledge clearly and effectively.	x		Selection process