**PERSON PROFILE**

**EDUCATION WELFARE OFFICER**

|  | **Essential** | **Desirable** | **Method of Assessment** |
| --- | --- | --- | --- |
| General Qualifications & Training |  |  |  |
| 5 GCSE grades A-C and 2 A levels or equivalent, or other relevant qualifications such as counselling or youth work (or equivalent experience / expertise)  | ✓ |  | AF / D |
| Level 4 qualification, for example a diploma or degree in social work or education welfare, or equivalent experience / expertise | ✓ |  | AF / D |
| Evidence of a good standard of literacy/numeracy and a commitment to life-long learning | ✓ |  | AF / I |
| Commitment to attend appropriate training and development, taking ownership of personal development and being willing to pursue development opportunities | ✓ |  | I |
| **Experience** |  |  |  |
| Significant experience of working with children and/or families | ✓ |  | AF / I / R |
| Experience of inter-agency working to support children/families | ✓ |  | AF / I / R |
| Experience/working knowledge of child protection / safeguarding of children and young people | ✓ |  | AF / I / R |
| An awareness of policies and procedures relating to health, safety and security, confidentiality and data protection | ✓ |  | AF / I / R |
| Experience/working knowledge of relevant policies / codes of practice / legislation | ✓ |  | AF / I / R |
| Experience/working knowledge of working as any of the following: FSW, FRP, FIP, PSA, EWO, EH or SW |  | ✓ | AF / I / R |
| **Skills, Knowledge & Aptitudes** |  |  |  |
| Good interpersonal skills, with the ability to relate well to adults and children | ✓ |  | I / R |
| Competent in the use of standard software applications such as SIMS, Word, Excel, Outlook etc | ✓ |  | AF / I / R |
| Ability to produce and maintain accurate and up to date records and reports | ✓ |  | AF / I / R |
| Ability to understand and analyse data | ✓ |  | AF / I / R |
| Ability to deal with sensitive issues with diplomacy and tact whilst maintaining a pragmatic and common sense approach | ✓ |  | AF / I / R |
| Ability to deal with people sensitively, with diplomacy and tact | ✓ |  | AF / I / R |
| Able to remain calm under pressure | ✓ |  | AF / I / R |
| Ability to work with minimum supervision  | ✓ |  | AF / I / R |
| Commitment to the promotion of positive values, attitudes and behaviour  | ✓ |  | AF / I / R |
| Personal Attributes |  |  |  |
| Good oral and written communication skills | ✓ |  | I / R |
| Discrete when dealing with sensitive and / or confidential matters | ✓ |  | AF / I / R |
| Able to adapt to changing priorities | ✓ |  | AF / I / R |
| Able to engage, interest and motivate young people | ✓ |  | AF / I / R |
| A good team worker  | ✓ |  | AF / I / R |
| Listens to others’ points of view, seeks feedback and deals with it constructively, shares knowledge and good practice, adaptable to change for improvement | ✓ |  | AF / I / R |
| **Other Requirements** |  |  |  |
| A pragmatic ‘can-do’ and flexible approach to tasks with an ability to ensure work is completed to the appropriate standards required | ✓ |  | AF / I / R |
| A good sense of humour and perspective | ✓ |  | I / R |
| Good sickness/attendance record in current/previous employment (not including absences resulting from disability) | ✓ |  | I / R |
| No serious health problem which is likely to impact upon job performance (which cannot be accommodated by reasonable adjustments) | ✓ |  | I / R |
| Full driving licence and the own transport | ✓ |  | AF / D |
| Willing to undergo minibus training |  | ✓ | I |
| Appointment of the successful applicant will be subject to satisfactory DBS disclosure at an enhanced level (further information can be found at www.disclosure.gov.uk). | ✓ |  | D |

**AF – Application Form I – Interview R – References D – Documents**