



Education Welfare Officer - Person Specification

Important: In the first instance, applications are assessed against the following criteria: *overall presentation *use of standard English *grammatical accuracy* Where applications do not meet the expected standard, they will be discarded before being matched to the person specification.

Category	Essential	Desirable	Evidenced by
Experience and Qualifications	<ul style="list-style-type: none"> ➤ An understanding of legislation relating to academy attendance; ability to keep up to date with new legislation and guidance and advise others, where appropriate ➤ A knowledge and understanding of the education system and local education authorities ➤ Significant experience of working in a related area of work ➤ Educated to GCSE level or above with a minimum of Grade C or 4 in Maths and English 	<ul style="list-style-type: none"> ➤ Has a willingness to study for further appropriate professional qualification if necessary ➤ Has other experience of working in academies/ education system ➤ Has an appropriate professional qualification, e.g. DipSW/ DipConnexions / NPSLBA 	<ul style="list-style-type: none"> ➤ Application form ➤ Interview
Skills and Abilities	<ul style="list-style-type: none"> ➤ Ability to prioritise workloads and manage time effectively ➤ Demonstrable initiative in negotiating and problem solving skills ➤ Ability to relate and deal effectively with clients and colleagues at all levels ➤ Ability to assimilate, analyse and action information from a variety of sources ➤ Ability to work with challenging families and be assertive but understanding, as appropriate ➤ Ability to work as an effective team member 	<ul style="list-style-type: none"> ➤ A proven track record of innovation coupled with a desire to further improve outcomes for young people and their families 	<ul style="list-style-type: none"> ➤ Application form ➤ Interview ➤ References

	<ul style="list-style-type: none"> ➤ Self-motivation ➤ Ability to use initiative ➤ Good oral and written communication skills ➤ IT skills with practical knowledge of Microsoft ➤ The ability to operate Microsoft Excel spreadsheets to a good standard including the use of formulas ➤ Commitment to and understanding of Equal Opportunities and Child Protection ➤ Proven track record of effective time / personnel management ➤ Adaptable to changing demands and challenging behaviour / complex relationships 		
Personal qualities	<ul style="list-style-type: none"> ➤ Excellent interpersonal skills ➤ Flexible and adaptable, even under challenging situations ➤ Ability to welcome, engage with and positively support all stakeholders ➤ Actively promote the ethos of the Trust 	<ul style="list-style-type: none"> ➤ Able to contribute to the whole academy context (including INSET) ➤ A willingness to work cooperatively and flexibly in order to deliver outstanding outcomes. ➤ An ability to innovate and improve practices / policies / procedures 	<ul style="list-style-type: none"> ➤ Application form ➤ Interview ➤ References