



PERSON SPECIFICATION – Student Welfare Officer – Post 16

| Person Specification | Essential | Desirable | Recruiting Method |
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| Education and Training | <p>Attainment of GCSEs Grade C or above in English & Maths (or able to demonstrate equivalent numeracy/literacy skills to a Level 2 standards of education)</p> <p>Pupil behaviour management training</p> <p>NVQ3 for Teaching Assistants or equivalent qualifications or experience</p> <p>Safeguarding training</p> | <p>Levels 2 & 3 Diplomas in Health & Social Care</p> <p>Level 3 Certificate in Work with Parents</p> <p>TIS or Thrive Practitioner Status or equivalent</p> <p>Training in relevant strategies</p> | <p>Application</p> <p>Certificates</p> |
| Skills and Experience | <p>Experience of working with young people and families, teaching & learning, youth work, social work or a similar discipline</p> <p>Good listening skills and an understanding of common family problems</p> <p>The ability to deal with private information & sensitive issues</p> <p>The ability to work well with pupils, parents, teachers and other professionals</p> <p>Organisational skills</p> <p>Good communication skills</p> <p>Able to prioritise between different demands</p> <p>Able to work to deadlines</p> <p>Self-motivated, and able to work in a team</p> <p>Capacity to work with flexibility</p> <p>Up-to-date ICT skills</p> | <p>Relevant experience to include providing specialist support within certain areas of the curriculum or with specialist pupil groups</p> <p>Experience of working in a safeguarding team</p> <p>Experience of working with SEN children in a school or similar environment</p> <p>Experience of working with parents</p> <p>Experience of working in a multi-agency environment</p> | <p>Application</p> <p>Interview</p> <p>Assessment</p> |
| Specialist Knowledge and Skills | <p>An understanding of the law about education and keeping children safe</p> <p>An understanding of de-escalation techniques, for example PACE, restorative practice, shared affect</p> | <p>Knowledge of a range of issues relevant to special educational needs and child development</p> | <p>Application</p> <p>Interview</p> <p>Assessment</p> |

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| | <p>Teamwork & networking skills to work with a range of other agencies</p> <p>Counselling and mental health skills to support pupils emotional wellbeing</p> <p>Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people</p> <p>Demonstrates an awareness, understanding and commitment to equal opportunities</p> | <p>Level 2 or above in safeguarding</p> <p>Up to date understanding around the latest research into childhood trauma, and ACE's</p> <p>National recognised HLTA standards or similar</p> <p>Practical skills relating to planning and utilising individual learning programmes</p> | |
| Behaviours and Values | <p>A calm and confident approach in difficult situations</p> <p>Strong professional relationships with parents and pupils</p> <p>Enthusiastic and highly motivated</p> <p>Discrete and professional in approach; trustworthy with sensitive and confidential information</p> <p>Generates a positive ethos and working environment around them through their words and actions to others</p> <p>Evidence of being a team player</p> <p>Two fully supportive references from appropriate sources</p> <p>Display an understanding and commitment to the safeguarding of children; successful completion of an enhanced DBS and safeguarding checks</p> | | <p>Application Interview Assessment</p> |

The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.